



# Qualification Specification

BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3)

**Version 1.5 December 2019**

This is a United Kingdom government regulated qualification which is administered and approved by one or more of the following: Ofqual, Qualification in Wales, CCEA Regulation or SQA.

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## Change History

Any changes made to the qualification specification shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

<b>Version Number</b>	<b>Changes Made</b>
V1.5 December 2019	Note added to the Assessment section (under 3.3 Grading)
V1.4 August 2019	Updates to formatting, range for learning objectives added.

# 1. Introduction to the Qualification

## 1.1 Qualification Objectives

Computer and Online Basics is designed to give absolute beginners the confidence and the skills they need to safely use a computer and get online.

## 1.2 Who the Qualifications are for

These qualifications are aimed at people aged 14 or over.

## 1.3 Entry Requirements

There are no pre-requisites that a learner must achieve prior to taking this Computer and Online Basics qualification, all knowledge, skills and understanding about the subject will be covered within the training.

## 1.4 Learner Progression

This qualification and its credits can be used to contribute towards a larger ITQ qualification.

## 1.5 Qualification Size

The size of the qualifications are described in terms of Guided Learning Hours (GLH) and Total Qualification Time (TQT).

GLH indicates the approximate time (in hours) that the learner will be supervised during any teaching, learning or assessment activities.

TQT is a predication of the total time a learner with no prior knowledge might need to complete the course.

TQT is made up of two elements: GLH, and all other hours (an estimate of the number of hours a learner will reasonably spend on any unsupervised learning or assessment activities including homework, research, exam preparation and formal assessment) so that they can successfully achieve the qualification.

The qualification requires the following GLH and TQT:

Qualification Title	QAN	Accreditation Start	GLH	TQT
BCS Entry Level Award in Computer and Online Basics (ITQ) (Entry 3)	600/0831/3	21 February 2011	29	39

## 2. Structure and Content

### 2.1 Structure of the Qualification

Computer and Online Basics is a fixed combination qualification in IT User skills, which comprises 2 units. Both units are on the ITQ framework.

The qualification comprises a total of 29 guided learning hours.

On completion, learners will gain a certificate to show they have successfully completed the course, but they will also be awarded with 3 credits (ITQ) which can be used to gain further ITQ qualifications.

### 2.2 Guidance on the Unit Content

Both units below are mandatory for this qualification.

Units may be completed in any order, however it is recommended that the 'Computer Basics' unit is completed first.

Unit Name	Unit Code	Unit Owner	Unit Level
Computer Basics	T/505/4110	BCS, The Chartered Institute for IT	Entry Level 3
Online Basics	Y/601/2149	BCS, The Chartered Institute for IT	Entry Level 3

## 2.3 Learning Outcomes and Assessment Criteria

### Computer Basics (T/505/4110)

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge Skills and Understanding Required</b>
1 Be able to identify and use key components of a computer.	1.1 Identify different types of computers.	List and compare different types of computer: personal computer, laptop computer, all in one, media player, smart phone, and tablet.
	1.2 Identify key hardware components of a computer.	Identify and understand different components: system unit, monitor, mouse, and keyboard. Understand function of the mouse: select items, move items, issue command to computer. Understand how to use the mouse: select items, move items, issue command to computer. Understand the mouse pointer shapes: click to enter text (I Beam), point, computer busy, and hyperlink here. Use click and drag to move selected items on the screen.
	1.3 Start up and shut down a computer safely.	Start the computer and log on securely using a username and password. Shut down the computer properly.
	1.4 Identify different groups of keys on a keyboard.	Understand and use keys on the keyboard such as: letters and numbers, enter, backspace, shift, space bar. Caps lock, delete.
	1.5 Use an appropriate input device.	Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
	2.1 Identify key components of an operating system.	Understand what a computer desktop is.

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge Skills and Understanding Required</b>
2 Understand key components of an operating system.	2.2 Identify different types of storage media.	Know the main types of storage media such as such as: internal hard disk, USB flash drive, DVD, online file storage.
	2.3 Identify key features and icons of the interface.	Understand the term icon. Recognise and understand the use of some common desktop icons such as: documents, computer, networks deleted items, and browser. Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.
	2.4 Identify different file types and software application icons.	Select, activate common desktop icons. Identify parts of a window such as: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
	2.5 Perform basic file operations.	Collapse, expand, resize, move, and close a window. Scroll up and down in a window. Switch between open windows.
3 Be able to identify and use a software application.	3.1 Identify different types of software applications and indicate their use.	Understand the function of different types of applications such as: word processing, spreadsheet, database, presentation.
	3.2 Use a software application.	Open a word processing application. Change text formatting: font types, font size. Apply text formatting: bold, italic, underline. Copy, cut, move text within a documents. Print a document from an installed printer using output options such as: entire document, specific pages, number of copies.

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge Skills and Understanding Required</b>
	3.3 Store and retrieve documents.	Save and name a document. Understand what a file, folder is. Know where files, programmes are normally stored. Recognise common file types and associated icons such as: .doc, .xls, .mdb, .jpg, .mp3. Double click to open files, folders. Close a file.

Online Basics (Y/601/2149)

<b>Learning outcomes The learner will...</b>	<b>Assessment criteria The learner can...</b>	<b>Knowledge Skills and Understanding Required</b>
1. Use an online IT system to meet needs	1.1 Start an online IT system or application and close it down appropriately when finished	Go to a URL.
	1.2 Set and use a password where necessary	Log onto a Website using a user name and password.
	1.3 Work safely and responsibly online	Understand the term phishing. Recognise attempted phishing. Understand the term virus. Understand security risks associated with opening certain email attachments. Be aware of the possibility of receiving fraudulent and unsolicited email.
2. Search for and use internet-based information	2.1 Choose appropriate sources of IT-based information to meet needs	Understand what a Web browser is. Recognise that the default page of a Web browser is called the Home/Start page. Understand the terms uniform resource locator (URL), hyperlink. Understand the terms favourites / bookmarks. Understand the term browser history. Understand the term search engine.
	2.2 Use browser software to navigate web pages and find required information	Navigate on a Website: back, forward, home. Search for information using keywords.



Learning outcomes The learner will...	Assessment criteria The learner can...	Knowledge Skills and Understanding Required
	2.3 Select and use information which is fit for purpose	Activate a hyperlink / image link. Print a webpage. Complete and submit a Web based form. Download a file from a Web page. Understand the concept of an online (virtual) community. Recognise examples such as: social networking websites, Internet forums, chat rooms, online computer games, and blogs.
3. Use email to communicate and exchange information	3.1 Open and read email messages	Understand that email is a digital messaging service carried on the Internet. Know about different email accounts; Internet Service Provider Accounts (ISP's), Webmail. Understand the make-up and structure of an email address. Understand what an attachment is and the implications of its size. Understand the term inbox folder and open an email.
	3.2 Create and send email messages	Understand the term address book. Understand the term sent items folder. Create a new message. Insert a mail address into the To field. Insert a title in the Subject field. Send a message.
	3.3 Enter and edit text to meet needs	Use the reply function. Forward a message.

## 3. Assessment

### 3.1 Assessment Centre Requirements

To be able to offer these qualifications, an organisation must be a BCS Approved Centre. Details of what is required to be a centre can be found on our [website](#).

### 3.2 Summary of Assessment Methods

Computer and Online Basics is assessed using a portfolio of evidence taken from activities undertaken on a PC. Learners are provided with a workbook which contains information and tasks. They record their work in the workbook and answer questions on information to prove their understanding.

Further information regarding assessment methods can be found in the ITQ Assessment Strategy document which can be found here (<http://www.bcs.org/upload/pdf/itq-qualification-structure.pdf>). Section 2.4.3.

### 3.3 Grading

Computer and Online Basics is a pass / fail qualification. To pass the qualification, learners must achieve 75% or more in each unit.

Please note: Whilst BCS would not normally want to make changes to either grade thresholds or grading algorithms there is potential for them to change in order to maintain standards

### 3.4 Availability of Assessments

Computer and Online Basics is delivered through a physical workbook and therefore no system requirements need to be met.

### 3.5 Internally Assessed Units

The Computer and Online Basics workbook will be completed by the learner and will be marked by the Centre.

### 3.6 Sample Workbook

A sample workbook is available on the [website](#).

### 3.7 Support Materials

BCS will provide the workbook for you to complete this module upon registration.

### 3.8 Access to Assessment

If a learner requires reasonable adjustments, they should contact their Approved Centre to make a request. All requests will be handled in accordance with the Equality Act 2010.

## 4. Contact Us

Please use the following link to contact us. <https://www.bcs.org/contact-us/>.  
If you require this document in accessible format, please contact us.