

ECDL Essentials – Introduction to IT

The internationally recognised European Computer Driving Licence (ECDL) Essentials is a great introduction to IT.

You'll learn the basics of using your computer, the internet and email safely.

Is this qualification right for you?

This qualification builds on your existing basic IT skills to show you how to:

- Use, organise and protect your computer
- Use Internet Explorer to browse the internet and email using Outlook

The ECDL Essentials qualification is for learners working towards Level 1. We'll help you work out what level suits you best before you start.

How will you learn?

You'll enrol and learn at one of our Job Gym centres, where you'll get face-to-face support from our friendly staff.

Getting your qualification

To get your qualification you'll take a series of online tests at your centre. Your tutor will let you know when you're ready and they'll make sure you have lots of practice beforehand so you're fully prepared.

How much will it cost?

Thanks to Government funding, your courses and qualification may be free, particularly if you are unemployed or don't already have qualifications at Level 2. We'll be able to tell you for certain when you get started with us.

How long does it take?

Between 2 and 6 months, but we'll agree a target end date with you when you enrol.



What do you learn?

As part of your ECDL Essentials qualification you'll cover the following topics:

Electronic Communication

Email and the internet give us access to a whole new world of online communication and entertainment. This course focuses on communicating by email and over the internet. You'll learn to:

- Send, receive and organise emails using Microsoft Outlook Express
- Use attachments
- Manage an address book of contacts or distribution lists
- Use instant messaging and internet conferencing
- Plan your social life by using the internet and social media to find information, organise events and buy tickets
- Use a search engine to find, bookmark, save and print information from websites
- Buy and pay for goods safely on the web
- Use the calendar and task manager in Outlook to plan events and manage your time and tasks
- Download useful software and use the internet to transfer files legally and safely
- Publish information on your own website, webpage or blog

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IT User Fundamentals

IT User Fundamentals will show you how to maintain the hardware, software and files that your computer uses, so it keeps working well. You'll learn how to:

- Use the right IT systems to meet your needs
- Organise, store and access information on the desktop or in folders and files
- Follow and understand the need for online safety
- Carry out routine maintenance of IT systems, like updating your software and maintaining your drives and discs

IT Security for Users

IT Security for Users will help you to understand the IT security threats facing computers, so you can protect your data and stay safe. You'll learn how to:

- Create user accounts and passwords to protect your personal data on the web
- Understand the risks of online communities and social networking
- Understand different types of malware and what they can do to your computer
- Prevent viruses getting onto your computer through spam email
- Avoid online fraud, like phishing scams
- Keep your network secure, especially when using wi-fi
- Back up data and recognise different portable storage devices like USB sticks and recordable DVDs
- Understand how data protection laws work

Where next?

If you want to improve your IT skills even further we can offer an ECDL Extra Level 2 certificate that shows you have reached a nationally recognised standard in IT working with applications such as Microsoft Word, Excel and PowerPoint.

OTHER COURSES YOU CAN TAKE...

The Job Gym also offers a wide range of funded and competitively priced courses including:

Literacy and numeracy

- Level 1 (equivalent to GCSE D grade)
- Level 2 (equivalent to GCSE A-C grade)

Learndirect e-courses

- Customer service
- Accounting (Sage)
- Management
- Food hygiene
- Health and Safety
- IT and Web design
- Languages

Short courses

- LGV licence acquisition
- Fork lift truck operator licence
- Fork lift truck instructor
- First aid
- Fire marshal
- Manual handling
- Road haulage CPC
- Driver CPC periodic training

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