

ECDLE

European/International Computer Driving License – *equal skills*

Prerequisites

- None

Certifications

- ECDL *equal skills* Certificate

Course Outline

What is *equal skills* ?

equal skills is an entry-level certification programme in end-user computer skills for complete beginners. *equal skills* is specifically designed for those with no experience whatsoever of computers. The programme is intended as an informal and simple introduction to computers and the Internet for the computer novice.

The aim of *equal skills* is to introduce complete beginners to computer and Internet usage. It is intended to build confidence in computer use. *equal skills* is open to everyone regardless of status, education, age, ability or understanding.

What areas does the *equal skills* programme cover?

The *equal skills* programme is intended to give Candidates an appreciation of what a computer can do and what tasks can be executed online using the World Wide Web. The *equal skills* programme covers the following four sections:

Unit	Description
1.Computer Basics	<ul style="list-style-type: none"> • Identifying the main parts of the Computer • Types of Computer • Getting Started • The Keyboard • Using the Mouse
2.Introduction to the Desktop	<ul style="list-style-type: none"> • Icons, Taskbar and Start Button • Basic navigation within an Operating System • Windows • Creating simple Documents • Printing • Different File types
3.The World Wide Web (Internet)	<ul style="list-style-type: none"> • The WWW • Web Browser • URL • Hyperlinks • Navigation • Searching
4.E-mail	<ul style="list-style-type: none"> • Using E-mail • Sending & Replying to Messages • Manipulating text • Email Accounts

What level of competence will Candidates reach on completion of *equalskills*?
equalskills provides a friendly, fun and simple initiation into computer basics and Internet use, which can, in turn, lead Candidates on to more advanced programmes and eventually to full participation in the e-Society.

How is the Candidate assessed?

As a programme aimed at complete beginners, *equalskills* has been designed to be entirely non-threatening in its format and structure. There is no formal exam at the end of the programme and assessment is done by the programme tutor on an on-going project basis.

How is *equalskills* taught?

Candidates work through a paper-based Workbook that consists of simple, straightforward exercises and learning information. The Workbook is a study aid and assessment document which helps the Candidate and the programme facilitator check their understanding of the topics. In conjunction with the Workbook exercises, Candidates also carry out a number of online exercises. On completion of the programme, the learning section of the Workbook is retained by the Candidate as a reminder of the skills they have acquired.

Course Duration

ECDL *equalskills* Course : 10 hours

