

ICDL Essentials – Level 1

Develop essential skills to use a computer and operate online effectively. This course covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, online communication and safety.

ICDL Essentials is designed as an introduction to IT, for those who are new to the industry and have none or very little experience!

You will gain knowledge and understand the principles of IT and focus on 3 key essential units to get you started.

Main learning outcomes

Successful candidates will be able to use a computer and operate effectively online.

After passing this qualification, candidates will increase their confidence using computers in the workplace, understanding the key concepts around computers, communication and security and safety online.

They will be able to:

- Understand key concepts and carry out key activities relating to hardware and software
- Manage files and folders, store data, and manage applications
- Understand network concepts, and connect to a network
- Find and manage online information effectively, and manage browser settings
- Understand considerations relating to the effective use of common communication tools
- Send, receive, and manage emails, and use calendars.
- Understand potential threats and ways to protect computers, devices, and data.



Module Overview

The three Level 1 modules are as follows:

M1	IT Security for Users Download Syllabus	Provides essential understanding of how to use a computer in a safe and secure manner, protecting your own data, as well as that of other users.
M2	IT User Fundamentals Download Syllabus	This unit sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.
M7	Using Email and the Internet Download Syllabus	This module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

All three modules must be passed to gain the **BCS Level 1 ICDL Award in IT User Skills**.

ICDL makes it easy to **Assess**, **Build** and **Certify** your digital skills



Find out your existing skills level with an ICDL Diagnostic Assessment

After taking the assessment you will immediately get feedback about what you can do well and what you need to work on. You can use this to focus your learning where it matters.



Build your skills using ICDL E-Books and E-Learning online, from anywhere.

You can learn in the classroom or in your own time with our E-Learning materials and E-Books.



Prove you have developed the digital skills you need with an ICDL Certification Test.

ICDL Certification Tests look and feel just like our Diagnostic Assessments. In-Application Technology means that you will complete activities in the same apps that you use everyday.

Diagnostic Tests

The Diagnostic Test covers the module's contents and offers a detailed practice assessment. This way, you can get a good overview of their current knowledge. There is no time limit for diagnostic tests; they can be suspended and reviewed later.

Each diagnostic test has approximately 45/65 questions. There are more questions in the diagnostic tests than in the actual examination. Detailed feedback is provided when completed.

We require a specific score in the diagnostic test before allowing the learner to proceed to booking the exam. We strongly advise learners to sit their exam as soon as possible after completing the diagnostic while the course information is fresh.

Exam Format

- There is one test for each module.
- The certification test has approximately 32 - 39 questions
- There will be a mix of the following questions: Theory, Practical, Hotspot (point and click), and Multiple choice.
- Tests are online and are 45 minutes in duration.
- A 75% grade is required to pass the exam.
- It is a closed-book examination.
- The test must be taken in FRCI and so needs to be booked beforehand.

Study Mode

You can prepare for each module at home provided you have access to a computer with an adequate specification and with Windows 10 and Office 2016 onwards installed. Check [System Requirements](#) for guidance. This is ideal if you have good IT skills already so you can fit your training around your schedule.

Alternatively (and preferably when getting started), you can book to come to our IT Suite and avail of tutor support. Many learners prefer the structure of having a set time and place away from distractions to help them progress.

You may prefer to try one of our short workshops to practice the main skills needed for the modules. The approach is slightly different in that you will be using the software to complete typical tasks that you would encounter in a day to day work, study or leisure environment.

The exam will need to be booked to take place in FRCI.

What could you do after this course?

After you have successfully completed the Level 2 course, you can do **ICDL Extra** which includes the Level 2 modules Word Processing, Spreadsheets, Database and Presentations to achieve the equivalent qualification **ICDL Core** also known as a **BCS Level 2 Certificate in IT User Skills**.

When is the course on?

Contact us to discuss what will work with your schedule. Small classes run according to demand.

How long does the course take?

As a guide you will need to devote around 60 hours but may need less depending on what your existing digital skill level is already.

Cost

The costs include registration, access to the e-learning material (for up to one year), diagnostic tests and exam fees which are all payable by FRCI to BCS and the cost of support and tuition.

Course	Total
ICDL Essentials (Level 1)	£190.00

Prerequisites

Fluency in English. Basic computer skills would be an advantage.

System Requirements Operating System

The e-learning, diagnostics and tests are all accessed through the Atlas Cloud Platform.

You need to have a Microsoft Windows computer, Windows 10 or higher.

This course does not support tablets, notebooks, or Apple MAC computers.

Microsoft Office

The course requires access to MS Office (Office 2016 or higher) to complete the coursework. Office 365 is only supported with a “Full, local installation”

Your browser needs to be version 11 onwards for Internet Explorer or the latest versions of Chrome or Firefox.

An Apple device is not compatible with this course.

We recommend, at a minimum:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system (Microsoft Windows)
- Chrome / Firefox/ Edge web browser
- Minimum screen resolution of 1920 x 1080 pixels
- High-speed broadband

We do not recommend the use of mobile dongles.

Pop-Ups

Web Browser Popups must be enabled to allow the interactive course material, diagnostics and tests to run.

Please add the following URL *.psionline.com as an authorised site for popups. Do not turn off popup blockers completely.

How to do this per browser, click the links below to review the web browser required for use:

- [Chrome](#)
- [Firefox](#)
- [Edge](#)

This URL <https://demo.psionline.com/phoenix/s/login/sysreq.do> will help you determine if you have the correct set up for home study.

Any Questions?

If you have any queries about this information contact us as listed below.

Or alternatively call into our office, open Monday - Friday 9am - 5pm



Where?

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Co Fermanagh
BT74 6HR

Tel: 028 66 326478
Web: <https://www.frci.org.uk/>
Email: info@frci.org.uk

Parking

There is free parking at FRCI.

