

ECDL – Concepts of Information Technology (IT)

Course length: 11 hours*

Course Code: 104080BT001

This course helps you to feel more comfortable with the basics of IT by exploring how computers fit into everyday life at work.

It can help you to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

A computer is much more than a fancy typewriter. You can use your PC at work to manage your diary, stay in touch with your customers, track financial and sales data, keep tabs on your competitors or create a professional business presentation.

This course is an ideal introduction to IT. It explains exactly what IT is and explores the ways computers can help you in your job. It gives a clear, jargon-free guide to help you understand how a basic computer system works and explores the role of IT in modern business.

Benefits for the Business

As more and more business functions rely on computers, you run the risk of being left behind if your staff shy away from IT.

This course is an ideal, gentle introduction to IT and computers for beginners. It's positive tone and clear content will reassure even the most nervous beginner and open their mind to the benefits of computers in the workplace.

What You Get From This Course

Having completed this course, you will be able to:

- Understand how a basic computer system works
- Know the difference between hardware and software
- Understand what the Internet is
- Know how data is stored, moved and protected
- Be familiar with how IT is used in a modern business

What Does the Course Cover?

- Looking at a basic computer system
- The Internet and you
- How computers 'think' and 'remember'
- Moving data between computers
- How computers 'talk' to each other
- Computers in business
- Protecting business data
- Software development and copyright
- IT and society

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

*Courses are accessible for six months from the date of purchase.