

ECDL Award in IT User Skills

Awarding Body: BCS

Level: Level 1 Award

This qualification is a Level 1 Award that introduces you to core IT user skills and applications commonly used in many businesses around the world. Completing this qualification will develop your understanding of these applications and teach you how to use the software efficiently.

Who needs this qualification?

This qualification is designed for people who are looking to gain a basic understanding and capabilities in the use of IT applications and provides the skills and knowledge needed to progress to the next level of learning in IT user skills or any subject where basic IT skills are required, such as administration.

Learning Outcomes

- IT User Fundamentals
- Using the Internet
- Using E-mail
- Word Processing Software

Why is this training important?

By completing this qualification, you will develop IT user knowledge and skills which you can use to progress to the next level of learning and develop the skills you need to work productively in an administrative job role that requires the use of common IT software applications.

Course Duration	65 GLH
Assessment	3 online assessments
Ofqual Accredited	yes— 601/0633/5
Credits	11
Prerequisite	None

Suggested Progression

BCS Level 2 Certificate in IT User Skills