

ICDL BASE – Computer Essentials – BM1

Description

The ECDL BASE – Essential Computer Skills – BM1 course provides a clear and structured understanding of fundamental computer concepts. It covers the key skills needed to use a computer, manage files, navigate networks, and ensure data security. This training is an essential first step for anyone who wants to master the fundamentals of digital technology in their daily life.

A solid foundation for the ECDL certification

Through this **ECDL training**, participants discover how computers and peripherals work, learn to handle operating systems, and perform essential system configurations. The course also focuses on effective file management and understanding commonly used software. The goal is to develop the right habits for working efficiently and safely on any workstation.

This program also prepares learners for the ECDL BASE certification, internationally recognized as proof of essential IT and office productivity skills.

Course Content

Computers and Devices Module 1: ICT

- Define the term Information and Communication Technology (ICT)
- Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications

Module 2: Hardware

- Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices
- Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices
- Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station
- Identify common input/output ports like: USB, HDMI

Module 3: Software and Licensing

- Define the term software and distinguish between the main types of software like: operating systems, applications. Know that software can be installed locally or available online
- Define the term operating system and identify some common operating systems for computers and devices
- Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications
- Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use
- Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware

Module 4: Start Up, Shut Down

- Start a computer and log on securely using a user name and password
- Log off, shut down, restart a computer using an appropriate routine

Desktop, Icons, Settings Module 1: Desktop and Icons

- Outline the purpose of the desktop and the taskbar
- Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/
- trash
- Select and move icons
- Create, rename, move, delete a shortcut/alias

Module 2: Using Windows

- Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar
- Open, collapse, expand, restore down, maximise, resize, move, close a window
- Switch between open windows

Module 3: Tools and Settings

- Use available help functions
- View the computer's basic system information: operating system name and version number, installed RAM
- Change desktop configuration settings: date and time, volume settings, background, resolution
- Change, add, remove keyboard language. Change default language
- Shut down a non-responding application
- Install, uninstall an application
- Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine
- Capture a full screen, active window

Outputs Module 1: Working with Text

- Open, close a word processing application. Open, close files
- Enter text into a document
- Copy, move text within a document, between open documents. Paste a screen capture into a document
- Save and name a document

Module 2: Printing

- Install, uninstall a printer. Print a test page
- Set the default printer from an installed printer list
- Print a document from a word processing application
- View, pause, restart, cancel a print job

File Management Module 1: Introducing Files and Folders

- Understand how an operating system organises drives, folders, files in a hierarchical structure
- Navigate between drives, folders, sub-folders, files
- Display file, folder properties like: name, size, location
- Change view to display files and folders like: tiles, icons, list, details
- Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files
- Open a file, folder, drive
- Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation

- Create a folder
- Rename a file, folder
- Search for files by properties: all or part of file name using wildcards if necessary, content, date modified
- View list of recently used files

Module 2: Organising Files and Folders

- Select individual, adjacent, non-adjacent files, folders
- Sort files in ascending, descending order by name, size, type, date modified
- Copy, move files, folders between folders, drives
- Delete files, folders to the recycle bin/wastebasket/trash and restore to original location

Module 3: Storage and Compression

- Empty the recycle bin/wastebasket/trash
- Identify the main types of storage media like: internal hard disk, external hard disk, network drive, CD, DVD, Blu-ray Disc, USB flash drive, memory card, online file storage
- Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB
- View available space on a storage device
- Understand the purpose of file, folder compression
- Compress files, folders
- Extract compressed files, folders to a location on a drive

Networks Module 1: Network Concepts

- Define the term network. Outline the purpose of a network: to share, access data and devices securely
- Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM
- Define the terms intranet, virtual private network (VPN) and identify their main uses
- Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps), gigabits per second (gbps)
- Understand the concepts of downloading from, uploading to a network

Module 2: Network Access

- Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite
- Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost
- Recognise the status of a wireless network: protected/secure, open
- Connect to a wireless network

Security and Well-Being Module 1: Protecting Data and Devices

- Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly
- Define the term firewall and outline its purpose
- Understand the purpose of regularly backing up data to a remote location
- Recognise the importance of regularly updating software like: anti-virus, application, operating system software

Module 2: Malware

- Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware
- Be aware how malware can infect a computer or device
- Use anti-virus software to scan a computer

Module 3: Health and Green IT

- Recognise ways to help ensure a user's wellbeing while using a computer or device like: take regular breaks, ensure appropriate lighting and posture
- Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings
- Recognise that computers, devices, batteries, printer cartridges and paper should be recycled
- Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Exam

- This training prepares for the exam ICDL Base - Computer Essentials (BM1)

Participant profiles

- Beginner users looking to acquire basic computer skills
- Office employees wishing to better understand their digital environment
- Individuals preparing for the ECDL BASE certification
- Students or job seekers wanting to strengthen their digital skills
- Professionals retraining for careers requiring fundamental IT knowledge

Prerequisites

- No prerequisites

Objectives

- Understand the key concepts related to information and communication technologies
- Identify the main hardware components and peripherals of a computer
- Differentiate between types of software and understand their licensing models
- Configure and use a Windows workstation efficiently
- Create, manage, and organize files and folders following best practices
- Connect to a network and understand the basic principles of the Internet
- Apply essential IT security and data protection rules
- Adopt environmentally friendly and digitally healthy practices

Description

ECDL BASE Training – Essential Computer Skills

Niveau

Fondamental

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1200

Duration (in Days)

2

Reference

