ECDL Basic concepts of Information Technology Module 1
A One Day Course

Course Aims:

This course is designed to prepare students for the ECDL module 1 examination. The course will give students an understanding of the concepts and hardware underpinning the use of IT in society. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.

Course Outline:

Getting Started with IT
· What is Information Technology?
· What is a Computer?; Types of Computer
· The Components of a Computer
Hardware
· Central Processing Unit (CPU)
· Input Devices; Output Devices
Storage
· Types of Memory
· Random Access Memory (RAM)
· Read-Only Memory (ROM)
· Storage Devices
· Basic Units of Data Storage
· Computer Performance
Software
· Operating Systems and Application Software
· Graphical User Interfaces
· Office Systems
· Word Processors
· Spreadsheets
· Databases
· Presentation Graphics
· Desktop Publishing
· Other Office Software
· Multimedia
· Systems Development
· The Software Lifecycle

Information Networks
· The Role of Data Communications
· What is a Network?; Workgroup Computing
· Local Area Networks; Wide Area Networks
· Telecommunications in Computing
· Telecommunication Networks
· Fax; Telex; The Internet; Facilities on the Internet
· Hardware and Software Needed for Internet Access
· E-mail; Fax vs. E-mail; Setting Up E-mail
Computers in Everyday Life
· Commercial Systems; Industrial Systems
· Educational Systems; Computers in the Home
· Systems Encountered Every Day
· The Benefits and Limitations of Computers
IT and Society
· A Changing World; Ergonomics; Health and Safety
Security, Copyright and the Law
· Use and Care of Computer Equipment
· Switching Off Your Computer
· What to do if the Computer Crashes
· Stopping Computer Crashes
· Using Scandisk; Power Cuts
· Using the Microsoft Word 97 Auto Recover Facility
· Computer Breakdown; Backing Store
· Security; Protecting Files in Microsoft Word 97
· Computer Viruses; Copyright
· Shareware and Freeware; Data Protection and Privacy

Target Audience:

Anyone new to the use of computers or anyone who wishes to have a better understanding of the use of computers.

Assumed Knowledge:

No knowledge of computers or computing is assumed.