

TM



# EqualSkills

[www.ics-skills.ie](http://www.ics-skills.ie)

EQUALSKILLS is a fun and informal introduction to computers and the Internet. It is designed to increase skills in basic computer literacy. It introduces technology to all people, regardless of status, education, age or ability.

# Computer LITERACY MADE Easy

# Join the INFORMATION Society

- ▶ Teaches basic computer skills for beginners
- ▶ Uses facilitator-led training
- ▶ Focuses on practical uses of the computer, internet and email
- ▶ Provides ideal introduction to ECDL
- ▶ EQUALSKILLS certificate awarded by ICS SKILLS

**ICS SKILLS** is the skills & certification body of the Irish Computer Society. Its role is to promote, develop and certify computer skills and IT knowledge in Ireland.

The **Irish Computer Society** is the national body for Information and Communication Technology (ICT) Professionals in Ireland. ICS is a not for profit organisation which promotes the continuous development of professional ICT knowledge and skills and acts as an independent representative voice for the technology industry.

**ICS Skills**  
Irish Computer Society  
Training and Certification

## WHAT IS EQUALSKILLS?

EQUALSKILLS is a flexible learning programme, with a proven track record in equipping people with the basic computer skills they need to become part of the Information Society. It is particularly aimed at people who might not normally come into contact with computers in their everyday lives. The aim of the programme is to make people feel comfortable using a computer, and to teach them the basic skills necessary to communicate using the internet and email.

The EQUALSKILLS course is well structured with excellent training resources. It has the added bonus of providing certification to candidates who complete the programme. EQUALSKILLS is a very good starting point for inexperienced candidates who aspire to ECDL.

## BENEFITS OF EQUALSKILLS

- ▶ Makes IT training accessible to all
- ▶ Improves quality of life by teaching practical skills
- ▶ Increases confidence and self-esteem
- ▶ Facilitates advancement to further training
- ▶ Awards achievement with EQUALSKILLS certificate

## WHAT IS COVERED?

EQUALSKILLS covers everything that a beginner needs to know to use the computer in a meaningful way. The programme explains the different components of a computer, and how to use the mouse and keyboard to give instructions to the computer. Essential skills, like opening and closing windows are included, as well as how to create a word processing document.

The central content of EQUALSKILLS is the use of the internet and email. The learner will be able to use the internet to search for information, and to send and receive emails.

The EQUALSKILLS Syllabus is available at: [www.ics-skills.ie](http://www.ics-skills.ie)

## TRAINING & TESTING

Candidates learn at their own pace, under the direction of a facilitator. Learning materials consist of a workbook, on-line web based exercises, and an optional multi-media computer-based training programme.

The workbook is written in simple, straightforward language and contains learning and exercise elements, both on-line and written. It acts as a study aid and assessment document. On completion of the programme, the final sign-off page is submitted for certification. The candidate keeps the content section of the workbook as a reminder of the skills they have learned.

EQUALSKILLS candidates may also use an interactive CBT (Computer Based Training) system. It presents the study material in an attractive, user-friendly manner, and gives the opportunity to practice and learn in a hands-on

### CONTACT

Crescent Hall  
Mount St. Crescent  
Dublin 2

**Tel:** 01 6447820  
**Fax:** 01 6620224  
**Email:** [info@ics.ie](mailto:info@ics.ie)  
**Website:** [www.ics-skills.ie](http://www.ics-skills.ie)

  
**ICS Skills**  
Irish Computer Society  
Training and Certification