



Your first step into computers

The Equalskills programme is a fun and informal introduction to computers and the internet designed to develop skills in basic computer literacy. Certified by the ECDL Foundation, Ireland's most trusted name in computer training, Equalskills is designed for absolute beginners.

Why choose Equalskills?

Equalskills is designed to make people feel comfortable using a computer, and to teach them the basic skills necessary to communicate using the internet and email. Well structured with excellent training resources, Equalskills has the added bonus of providing internationally recognised certification to candidates who complete the programme. Equalskills is run in 16 countries and ten languages worldwide. To date, more than 20,000 people in Ireland have undertaken the Equalskills programme.

Is Equalskills right for me?

- If you are a beginner who wants to learn practical ways of using a computer then this is for you.
- If you suffer from computer-phobia Equalskills will help you be confident in your computer skills.
- If you aspire to ECDL-level computer skills, Equalskills is your ideal starting point.

What will I learn on the course?

Equalskills covers the skills that every computer user should have. In addition to learning about different components of a computer, Equalskills teaches you how to:

- use the mouse and keyboard
- give instructions to the computer
- open and close windows
- create a word processing document

Equalskills also covers the use of the internet and email. You will learn how to:

- connect to the internet
- use the internet to search for information
- manage email
- end and receive emails

How is Equalskills delivered?

The Equalskills programme takes 20 hours of classroom time to complete. The course is supported by a workbook, online exercises and computer-based training. Certification is awarded to the those who successfully complete all assignments in the workbooks.

About the Workbook

The workbook is carefully designed to guide you through the Equalskills programme. Written in simple and straightforward language, the workbook contains both the learning and exercise elements of the programme. The instruction is clearly outlined in a step-by-step fashion and is fully illustrated. The workbook is both a study aid and assessment document, and gives you and the trainer the means to check understanding of any of the topics.

Online exercises

In parallel with the workbook, you will be required to carry out web-based exercises at your own pace with the guidance and support of the trainer.

Computer-based training

As an Equalskills student you will have access to a fully interactive computer-based training system. This system presents the material in an attractive, user-friendly manner, and gives you the opportunity to practice and learn in a hands-on environment, at your own pace.

About ICS Skills

For more than a decade, ICS Skills, a registered charity, has been enabling citizens, to participate in the Information Society, both privately and in the workplace, by equipping them with the necessary ICT (Information Communication Technologies) skills.

As the training and certification body of the Irish Computer Society, ICS Skills delivers unparalleled IT training throughout Ireland: from basic and intermediate user skills (ECDL suite) to specialist and professional applications.

More than 450,000 individuals have embarked on a European Computer Driving Licence (ECDL) training programme in Ireland. As one of the founding members of the ECDL Foundation, we have put in place an internationally recognised certification system that ensures high quality, practical skills for participants.