

EqualSkills

EqualSkills is a fun, informal and uncomplicated introduction to computers and the Internet, with a certificate awarded by the British Computer Society upon completion.

Starting with basic skills, like how to switch on a computer and use a mouse, candidates will progress and learn how to create a document in Word, send and receive email and search the Internet; skills they will be able to use both at work and at home.

The EqualSkills Programme

The programme covers 4 topics (classed as units)

- Unit 1 **Computer Basics**
- Unit 2 **Introduction to the Desktop**
- Unit 3 **World Wide Web**
- Unit 4 **Email**

The aim is to work through a workbook with assistance from a member of the IT Training team at the LSE. The workbook consists of learning information and exercises relating to the four units, which candidates will complete during workshops. They will also be able to phone, email or drop-in to see the IT Training team for help.

There is no exam involved. Candidates will complete various exercises, such as sending an email, and a member of the IT Training team will sign the workbook to confirm that the necessary skills have been learnt. Once all of the exercises have been completed, a certificate is awarded by the BCS.

Commitment

Candidates will be required to attend 4 one-hour workshops and complete a number of short assignments during an 8 week period.

Benefits

The LSE is committed to developing the skills of staff at the LSE. EqualSkills will play a strong role in ensuring that members of staff have the essential IT skills to communicate more effectively with their colleagues as well as saving time spent on everyday tasks.