

# Getting Started: e-Citizen

**e-Citizen** is a fairly new qualification accredited by the British Computer Society (BCS) and is designed to provide essential computer skills to individuals who have little or no experience with computers.

Would you like to learn how to:

- email your friends and family?
- save money and be safe when buying online?
- keep your children safe online?
- be confident in exploring the Internet safely?

## Syllabus

The **e-Citizen Syllabus** is made up of three elementary modules:

- Foundation Skills
- Information Search
- e-Participation

## Foundation Skills

Candidates are introduced with some of the basic concepts of IT required to use a computer properly. Candidates will learn about the differences between hardware and software, be competent in creating folders and managing their files, learn a bit about Windows, create a basic word document, create an email account, send emails to one another and browse the Internet.

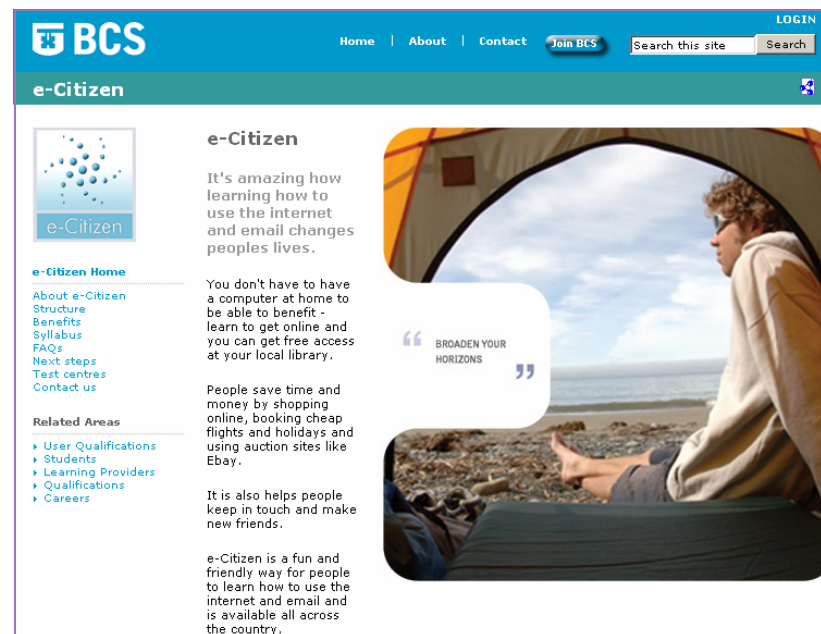
## Information Search

Candidates will learn about some of the risks and issues associated with accessing the Internet, such as viruses, security of personal details, parental control of access and precautionary measures. Additionally they will learn how to judge the reliability of information on the Internet.

## e-Participation

Candidates will learn how to access a wide variety of information services online relevant to their everyday lives. For example useful Government websites, completing and submitting a job application or booking a medical appointment online.

Building on what was learned in the Information Search module, candidates will have an understanding of the precautions and care necessary when being online in online forums, chat rooms and the Internet in general.



The screenshot shows the BCS e-Citizen website homepage. The header features the BCS logo, navigation links for Home, About, and Contact, a 'Join BCS' button, and a search bar. The main content area includes a 'e-Citizen' logo, a navigation menu with links like 'About e-Citizen', 'Structure', 'Benefits', 'Syllabus', 'FAQs', 'Next steps', 'Test centres', and 'Contact us'. There are also 'Related Areas' such as 'User Qualifications', 'Students', 'Learning Providers', 'Qualifications', and 'Careers'. The main text area contains a large image of a person sitting on a beach, with a quote: "BROADEN YOUR HORIZONS". The text describes the benefits of e-Citizen, such as learning how to use the internet and email, and getting free access at local libraries. It also mentions that e-Citizen helps people save time and money by shopping online, booking cheap flights, and using auction sites like eBay. The text concludes by stating that e-Citizen is a fun and friendly way for people to learn how to use the internet and email and is available all across the country.

To register for this qualification contact Helen or Flora on 01895 250711 or email us at [ecdlsupport@hillingdongrid.org](mailto:ecdlsupport@hillingdongrid.org). There will be a charge which will cover tuition, support and examination. You can also find more information at [www.ecitizen.co.uk](http://www.ecitizen.co.uk)