



IC³ (Internet and Computer Core Certification)

Even if you have the best business idea in the world, you still need to understand how to harness computers and the Internet to make it happen.

Everyone assumes that we all know how to use a computer effectively, but most of us have gaps in our computer skills.

Is IC³ useful for my business and me?

If you answer "yes" to any of the following questions, IC³ is right for you.

- Have you taught yourself to use a computer, perhaps around your work or with a little help from friends and family?
- Are you starting a new business and need to know how to create cash flow forecasts, sales budgets, letters and emails?
- Do you have a business and now need to employ staff but don't know how to gauge their computer skills?
- Are you already employing staff but would like to check and improve their skills and productivity?
- Have you invested in computers and broadband for your business and would like to see a solid return on your investment?
- Do you want to increase your own productivity so you can work smarter, not harder?



What is IC³?

IC³ is the first truly global certificate for core internet and computer skills where everyone around the world sits exactly the same tests. Available in 135 countries and 24 languages, it provides a clear benchmark for key technology skills.

IC³ provides an up to date syllabus designed by a team of 400 world experts in digital literacy. The latest Global Standard 3 (June 2009) provides an internationally recognised standard that reflects the most relevant skills for academic and business environments.



Certification consists of 3 x 45 minute tests. You and your team can learn everything needed to pass the exam by completing our online, self-paced IC³ course, which involves around 20 hours of learning. Anyone who already has the skills needed for certification can work through some practice tests to double-check readiness to complete the certification tests.



New Zealand's productivity is leaking out through the holes in our computer skills.

How does the IC³ course work?

The course includes online videos and practical exercises to consolidate learning. There are plenty of opportunities for learners to check their knowledge and progress. For those who already have some computer skills, a pre-course assessment will show which parts of the course should be focussed on to round out skills and prepare for certification.

The course begins with an orientation session where your team will meet their instructor. By the end of the session, they will understand the learning materials and what is needed to complete the course at their own pace, at any time that suits your business, on any computer with an internet connection.

IC³ – the world's leading foundation computer qualification

“The IC³ course is user friendly, fun, and full of helpful hints to keep you motivated and interested in what you are doing. It creates a feel good feeling that generates self confidence that you can do what you say you can do.”

*Jan Moylan,
Castor Bay,
Auckland*



Benchmarking our computer skills with an internationally recognised computer qualification provides a practical, measurable way to improve New Zealand's productivity.



Optional lab sessions may be scheduled (at a minimal cost) for those who would like extra help and your team's instructor will provide support by phone or email throughout the programme.

As each of your team is ready, they can complete the IC³ certification tests at a Positive Connexions Learning Centre.

What does the course cover?

The IC³ course is made up of the following three modules.

Computer Fundamentals

The first module, looks at the basic things about computers that everyone should know. It covers a bit about how computers work, trouble shooting and computer maintenance. The basics of commonly used operating systems, MS Windows and Mac OS, are also covered.

Key Applications

Anyone who uses a computer needs to know the basics of word processing, how to create a spreadsheet and how to produce a presentation. These three types of computer applications, used effectively, provide an easy way to improve productivity in your business. MS Word (word processing), MS Excel (spreadsheets) and MS PowerPoint (presentations) are covered.

Living Online

Your team will learn how to use email and the internet effectively and efficiently in the workplace.

What's so good about IC³?

Our IC³ certification package for businesses provides:

- an affordable way to fill in the gaps in computer skills that slow people down, while taking into account what they already know;
- proven, flexible online learning that allows you and your people to study anywhere, at any time – no need to leave work to study in a classroom;
- access to reports to track learning results;
- support to help you and your team achieve IC³ certification;
- a tangible way to reduce computer support costs;
- a tax deductible expense that acts as a great incentive to attract quality employees to your business and retain your existing people;
- a way for you to reduce the inherent risks involved in recruiting, hiring and promotion decisions;
- a qualification recognised in 135 countries;
- a clear benchmark for computer skills in your business. Digital online verification of qualifications achieved is available.

Get involved in this uniquely Kiwi initiative to showcase New Zealand, while improving the productivity and profile of your business.

Join the Kiwi Computer Challenge

Become a supporter of the Kiwi Computer Challenge and enjoy all the benefits.



**Kiwi Computer
Challenge**

Your key to a brighter future

You will have received separate information about the Challenge, or you can find out more here –

www.kiwicomputerchallenge.co.nz

How do I get started?

There are plenty of ways for you to find out more, or arrange to get started right away.

- Visit our web site – www.positiveconnexions.co.nz
- Contact your nearest Positive Connexions Learning and Testing Centre – www.positiveconnexions.co.nz/learning_centres.htm
- Call 0800 224 622
- Email info@positiveconnexions.co.nz

