



## **IC<sup>3</sup> (Internet and Computing Core Certification) Course Outline**

Bridge your digital divide with IC<sup>3</sup> Global Standard 3 (GS3). This course covers a broad range of computing knowledge and skills that proves competency in computing fundamentals (hardware, software and using an operating system), key applications (common program functions, word processing, spreadsheet and presentation functions) and living online (networks and the internet, email and the impact of computing on society). Content is suitable for students, job seekers, business and home users. IC<sup>3</sup> is an internationally recognised qualification and reflects the most relevant, practical and up-to-date foundation computer skills needed in every-day life.

Type of Course:	Self-paced online or CD, video tutorials with paper-based practical consolidation and classroom sessions for orientation and assistance as needed. This allows flexibility to work at a time and place to suit individual requirements. Internal assessments recognise existing knowledge allowing the focus to be on filling in any gaps.
Course Duration:	20 hours (approximately)
Computer Applications:	Windows, Word, Excel, PowerPoint, Outlook and Internet Explorer
Testing:	3 x 45 minute certification tests, completed online in a classroom – practice tests are available.

### **Hardware and Software**

#### **Computer Basics**

- Get Certified
- Types of Computers
- Three-Stage Process of Computing
- The CPU
- On Startup
- Accessing Programs
- Understanding the Terms
- Speed
- Size
- Storage Options
- Removable Media
- Optical Media
- Remote Storage
- Input/Output Devices

#### **Performance and Maintenance**

- Purchasing Considerations
- Maintenance Considerations
- Hard Drive Maintenance
- Other Maintenance Options
- Troubleshooting
- Troubleshooting Process

#### **Operating Systems Introduction**

- Beyond the Hardware
- Getting the Software
- Installing and Maintaining Software
- Understanding Operating Systems
- User Accounts

### **MS Windows**

#### **Microsoft Operating System**

- Windows Vista Tour
- Working with Views
- Accessing Applications
- Organizing Files and Folders
- Using the Recycle Bin

#### **Customizing Windows**

- Customizing Views
- File and Folder Properties
- Using the Taskbar
- Personalization Options
- Windows Sidebar
- Help and Support

#### **Managing Your Operating System**

- Control Panel
- System and Maintenance
- Power/Sleep Settings
- Installing Applications
- Uninstalling Applications
- Software as a Service

## Mac OS (optional module)

### Apple Operating System

- Mac OS X Tour
- Using the Finder
- Dashboard
- Application Indicators
- System Preferences
- Operating System Maintenance
- Operating System Troubleshooting

## Applications Software

### Applications

- Application Categories
- Microsoft Office Overview
- Databases
- Application Software Types

## File Management

### Application Features and Functions

- Application Window Elements
- Navigating Documents
- Manage Application Options
- Application Help
- Getting Application Help
- Application Similarities

### Common File Management Options

- Blank versus Template
- Saving Options
- File Association
- Working with Multiple Documents

## MS Word

### Word Basics

- Understanding Word Processing
- Document Design Guidelines
- Open Existing Documents
- Selecting Text
- Formatting Text
- Inserting Pictures
- Inserting Other Materials
- Working with Lists

### Columns, Tables, and Breaks

- Formatting Columns
- Inserting Page Breaks
- Table Formatting

### Finalising Documents

- Applying Styles
- Format Painter
- Headers and Footers
- Header and Footer Options
- Check Spelling and Grammar
- Proofing Options
- Find and Replace
- Working with Hyperlinks
- Collaborative Editing and Review
- Margins and Page Layout
- Printing the Document
- Other Output Options

## MS Excel

### Creating and Formatting Spreadsheets

- Spreadsheets Defined
- Using Excel
- Inserting Formulas
- Formatting Cells
- Inserting Rows and Columns
- Cell Alignment
- Linking Data
- Auto Formatting Data
- Printing Worksheets

### Manipulating Data

- Sorting Data
- Filtering Data
- Creating Charts
- Chart Considerations

## MS PowerPoint

### Presentations

Understanding Presentations  
Using PowerPoint  
Creating Slides  
Inserting Charts  
Themes and Backgrounds  
Organizing Slides  
Slide Show Options  
Using Hyperlinks  
PowerPoint Export Options

## Networks, the Internet and Communications

### Networks and the Internet

Networks Defined  
Network Types  
Internet vs. Intranet  
Extranet  
Communication Types  
Networking Advantages  
Networking Disadvantages  
Networking Security

### Communicate and Collaborate

Communication Basics  
Communication Components  
Effective Communication Choices  
Safety and Security Considerations  
Smart Communication Guidelines  
Other Issues  
Online Identity  
Communication Tools

## MS Outlook

### Working with E-mail

Outlook Overview  
Anatomy of an E-mail  
Responding to an E-mail  
Send/Receive Options  
Create an E-mail Message  
Attachment and E-mail Options  
Outbox Tips  
Managing Messages  
More Attachment Options  
Create New E-mail Message  
Managing Contacts  
E-mail Preferences  
Out of Office Assistant

## Internet Explorer and Security on the Internet

Using the Web  
Internet Explorer Tour  
Basic Navigation Tips  
Setting Home Page  
Adding Bookmarks and Favourites  
Managing Internet Options  
Blogs and RSS  
Find and Go To  
Copy and Paste  
Printing  
Downloading  
Web Terminology  
Browsing Security  
Web Services  
Domain Names  
Troubleshooting Web Problems  
Web Ethics

Understanding Web Sites  
Weblogs  
Wiki  
Social Networking  
News Sites  
Media Sharing Sites  
Search Engines  
Sponsored Links  
Additional Engines  
Evaluating Web Sites  
  
Risks and Benefits  
Computers Are Everywhere  
Transforming the World  
Overcoming Challenges  
Safety First  
Software Threats  
Policies and Responsibilities  
Buying Online  
Be Responsible  
Netiquette