



IC³ (Internet and Computing Core Certification) Course Outline

Bridge your digital divide with IC³ Global Standard 3 (GS3). The IC³ courses cover 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. IC³ 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, video tutorials with practical consolidation and assistance from an instructor as needed. Provides 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:	40 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.

Course/Exam 1 – Computing Fundamentals

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

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

Course/Exam 2 – Key Applications

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

Course/Exam 3 – Living Online

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

