



Internet & Computing Core Certification (IC³)



Microsoft
Technology Associate

Microsoft
Office
Specialist

CERTIFIED ASSOCIATE

LEARNER PATHWAY

DIGITALLY LITERATE

COMPUTING FUNDAMENTALS

- Identify types of computers and the purpose and function of different hardware components
- Find out how to maintain computer equipment
- Examine what an operating system is and how it works (e.g. Windows, Macintosh OS, Linux etc.)
- Understand the use of output/input devices (e.g. printers, cameras, scanners and game controllers)



KEY APPLICATIONS

- Start and exit an application and use sources of online help
- Understand common word processing tasks and functions
- Create and format documents
- Perform common editing, formatting and printing/outputting functions
- Build and use a spreadsheet efficiently
- Sort and manipulate data using formulas and functions
- Create simple charts
- Create and format simple presentations



LIVING ONLINE

- Use the Internet, the World Wide Web, Websites and Web browsing applications
- Identify network fundamentals and the fundamental principles of security
- Understand the "rules of the road" regarding online communication ("netiquette")
- Use an electronic mail application and solve common problems (e.g. delivery failure, junk mail, fraud, viruses etc.)
- Learn how to use computers and the Internet safely, ethically and legally



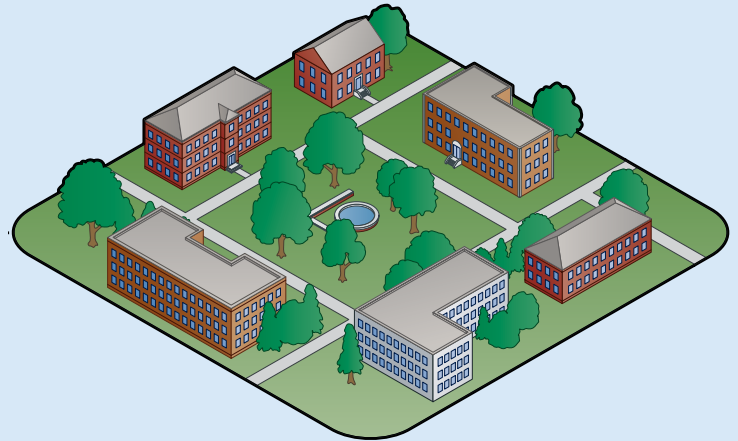
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CLASSROOM EXAM PACK 500 IC³ exams on up to 30 PCs



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CLASSROOM EXAM PACK

CAMPUS EXAM PACK



Additional Option

Electronic Site License for IC³ Books and Instructor Resources

