



# HEROTEC

NETWORK PROFESSIONAL TRAINING

## IC3 Digital Literacy Certification

<b>Related Certificate</b>	ICE Digital Literacy Certification
<b>Course ID</b>	IC3
<b>Hours</b>	24

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## Computing Fundamental

### IC3 Module A

#### Course Description

This module includes the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

#### COMPUTER HARDWARE

Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems

Identify the function of computer hardware components and common problems associated with individual components

Identify issues relating to computer performance and how it is affected by different components of the computer

Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home

#### COMPUTER SOFTWARE

Identify how software works and how software and hardware work together to perform computing tasks

Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category

#### USING AN OPERATING SYSTEM

Identify what an operating system is and how it works

Be able to manipulate and control the Windows desktop, files and disks

Be able to change system settings and install software

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## Key Applications

### IC3 Module B

#### Course Description

This module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel. Elements include the ability to start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications.

#### COMMON PROGRAMME FUNCTIONS

Be able to start and exit a Windows application and utilise sources of online help

Identify common on-screen elements of Windows applications, change application settings, and manage files within an application

Perform common editing (cut, copy, paste, spellcheck, etc.) and formatting (fonts, margins, tabs, etc.) functions

Perform common printing functions

#### WORD PROCESSING FUNCTIONS

Be able to format text and documents including the ability to use automatic formatting tools

Be able to add tables and graphics to a document

#### SPREADSHEET FUNCTIONS

Be able to modify worksheet data and structure

Be able to sort data and manipulate data using formulas and functions

Be able to format a worksheet

Be able to add pictures and charts to a worksheet

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## Living online

### IC3 Module C

#### Course Description

This module includes the knowledge and skills required to identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network).

#### **NETWORKS AND THE INTERNET**

Identify network fundamentals and the benefits and risks of network computing

Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

#### **ELECTRONIC MAIL**

Identify how electronic mail works

Identify how to use an electronic mail application

Identify the appropriate use of e-mail and e-mail related "netiquette"

#### **USING THE INTERNET**

Identify different types of information sources on the Internet

Be able to use a Web browsing application

Be able to search the Internet for information

#### **THE IMPACT OF COMPUTING AND THE INTERNET ON SOCIETY**

Identify how computers are used in different areas of work, school, and home

Identify the risks of using computer hardware and software

Identify how to use the Internet safely and legally

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## Contact Us:

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