Internet and Computer Core Certification (IC3) Global Standard 5

IC3 GS5 is an international certification comprised of three examinations: Key Applications, Computing Fundamentals, and Living Online.

Key Applications

This module introduces the basic to intermediate skills to process, communicate, and source the information. It focuses on creating good quality documents using Microsoft Word, creating good quality spreadsheets, and understanding of data processing tasks using Microsoft Excel, designing professional presentations, and presenting information in an effective manner using Microsoft PowerPoint, and designing databases to manage large amount of information using Microsoft Access.

Apps and Applications: understanding apps and applications, web apps and local apps.

Common Features: open, save, save as, shortcut keys, print, built-in help function.

Creating Documents using MS Word: enter and edit text, manipulate text, format text, set tabs, indent text, proof the document, change the page layout, use headers or footers, apply publishing tools, insert pictures and objects, create and manage tables, and use tools to share documents with others., Be able to use word-processing tools to automate processes such as document review, security and collaboration.

Correct Referencing using MS Word: contents of references ribbons, insert footnote, endnote, and citations, manage sources, table of contents, bibliography, and captions.

Managing Financial Documents using MS Excel: enter and edit text, manipulate the data or how and where the data is entered, work with formulas, format the worksheet, sort data, create and manipulate charts, and prepare the worksheet for printing.

Giving Presentations using MS PowerPoint: outline and define the contents of the presentation, plan and follow a presentation format, enter and edit text in different modes, change the view for the slides, work with master slides, changing the design or layout of slides in the presentation, format text, insert objects, animate objects or slides, create notes or hand-outs, and working with the slide show.

Managing Database using MS Access: database basics, create, save, or open a database, create and modify records, how to use simple queries, and how to create and use reports.

Computing Fundamentals

This module introduces basic computer literacy through learning the components of a computer system in terms of hardware and software. The course helps the students to be familiarized with the Windows operating system to manage the computer and files on a regular basis. The course covers the network and mobile devices and the use of cloud-based applications.

Using an Operating System: Identify what an operating system is and how it works, and solve common problems related to operating systems, use an operating system to manipulate a

computer's desktop, files and disks, identify how to change system settings, install and remove software

Computer Hardware: Identify types of computers, how they process information, and the purpose and function of different hardware components.

Networks and Mobile Devices: define and learn the network, network technology, wired connections, and cellular network.

File Management: understanding folders and directory structure and managing electronic media.

Computer Software: Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded, identify different types of application software and general concept relating to application software categories.

Cloud Computing: learn the cloud computing concepts, use Microsoft OneDrive, iCloud, Dropbox, and other cloud-based applications.

Security and Maintenance: understand the need for security, identify risks, backup and restore, and troubleshooting.

Living Online

This module introduces the students to fundamentals of Internet, communication systems, composing an email and proper usage of Microsoft Outlook, finding information on the Internet, intellectual property, and how to protect yourself while online.

Communication Networks and the Internet: Identify network fundamentals and the benefits and risks of network computing.

Managing Media Literacy: Identify information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application. Locate information using Internet search engines. Assess information reliability, objectivity, and authenticity of the source. Understand intellectual property, copyright, and licensing.

Digital Communication: Identify different types of digital communication technologies. Identify the asynchronous communication tools and real-time communication technologies. Use Skype, Google Hangouts, and other collaboration tools.

Sending Email and Organising Schedules using Gmail Calendar: Identify how to use Microsoft Outlook to send email and schedule appointments and events using the calendar.

Your Life Online: Lean to use the social media, LinkedIn, manage your Digital Identity and online behaviour.