UPDATES to the IC³ exams for the 2005 Standard

IC³ INTERNET AND COMPUTING CORE CERTIFICATION

Computing Fundamentals

Entire module is updated to include advances in technology such as:

- Interactive books
- PDAs and cells phones connecting to the internet
- infrared ports
- virtual storage – memory cards and memory sticks

Maintaining computer equipment and hardware problem solving including:

- Identify factors that can damage computer hardware or software
- Identify common problems that can occur if hardware is not maintained properly
- Identify common problems that can occur if hardware is not maintained properly, including: sticky keyboard and mouse
- Identify maintenance that should ONLY be performed by experienced professionals
- Identify the steps required to solve computer-related problems

Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded

- Identify issues relating to software upgrades

Display and update a list of installed printers

Identify common uses for database applications and fundamental concepts relating to databases , including:

- Records, fields, tables, queries, reports, forms, key fields, relational database

Key Applications

PRESENTATION SOFTWARE

Be able to create and format simple presentations

- Identify effective design principles for simple presentations
- Manage slides, including: Create/insert a new slide with a specified format; Delete a slide; Duplicate a slide
- Add information to a slide
- Change slide view
- Change slide layout
- Modify a slide background
- Assign transitions to slides

SPREADSHEET FUNCTIONS

Identify how a table of data is organized in a spreadsheet, including:

- The way data is organized into columns and rows
- The way a cell address is identified by column letter and row number
- The importance of using the top row of a data table to identify information in the columns below

Identify how a table of data is organized in a spreadsheet, including:

- Pie charts to present percentage information
- Line charts or area charts to present trends in data
- Column or bar charts to compare values side-by-side

WORD PROCESSING

Identify on-screen formatting information, including:

- Breaks, including line, page and section breaks
- Paragraph markers
- Tab markers
- Indent markers

Living Online

Identify the risks of networked computing, including:

- Loss of autonomy
- Potential loss of privacy and security
- Potential of network-wide systems failure
- Vulnerability to a network virus attack

Identify fundamental principles of security on a network, including:

- Authorizing users by a network administrators
- Authentication of users through proper login procedures
- Protection from external threats using protective technology such as firewalls
- Regular monitoring of the network by network administrators

Identify the hardware and software required to connect to the Internet, including:

- Computers such as PCs or Macintosh computers
- Handheld devices such as personal digital assistants (PDAs)
- Mobile telephones or other wireless devices
- Modems
- Dedicated connection (such as Ethernet)
- Wireless connection
- Telecommunication software

Identify effective procedures for ensuring the safe and effective use of electronic mail, including:

- Checking mail and attachments for viruses
- Writing and reviewing e-mail carefully before sending
- Understanding the rules of "netiquette" and company/school policies regarding e-mail use and content
- Using encryption software for secure e-mail
- Backing up/Archiving mail on a regular basis