

# Introduction to Computers and IT Correlation to: *IC<sup>3</sup> Training and Certification Program*

## Instructional Content Areas (Units)

IT Introduction Unit

Computer Research

Multimedia Presentations

Telecommunications and Ethics

IT In Our Lives

Information Management and Evaluation

Desktop Publishing

IT History

Word Processing

Basic Computer Functions

Computer Graphics

IT Careers

Spreadsheets

Troubleshooting and Maintenance

Databases

Web Publishing



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## Overview

This document demonstrates a correlation between the *ITcenter21*: Introduction to Computers and IT (IT21: Intro) curriculum and the IC<sup>3</sup> Training and Certification Program. The IT21: Intro curriculum provides a hands-on learning experience using real-world problems to assist certification candidates in preparing for the exam. The IT21: Intro units are listed across the top row of the correlation chart. The checkmarks in the second column indicate that the standard is supported the course. The X's marked in the remaining columns provide information on specific curriculum units and the standards they support.

Source for standards listed on the following pages:

Certiport. IC3 Training and Certification Program. 2003. 10/29/03.  
<<http://www.certiport.com/yourPersonalPath/IC3Certification/skills.asp>>.

IC3 Training and Certification	ITcenter21 Course	IT Introduction Unit	Computer Research	Multimedia Presentations	Telecommun. & Ethics	IT In Our Lives	Info. Mgmt & Evaluation	Desktop Publishing	IT History	Word processing	Basic Comp. Func.	Computer Graphics	IT Careers	Spreadsheets	Troubleshooting	Databases	Web Publishing	Resource Unit
	<b>COMPUTING FUNDAMENTALS</b>																	
<b>Computer Hardware</b>																		
Identify types of computers, how they process information and how individual computers interact with other computing systems and devices	✓										X							
Identify the function of computer hardware components	✓				X						X							
Identify the factors that go into an individual or organizational decision on how to purchase computer equipment																		
Identify how to maintain computer equipment and solve common problems relating to computer hardware	✓													X				
<b>Computer Software</b>																		
Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded	✓										X							
Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited	✓	X									X							
Identify fundamental concepts relating to database applications	✓															X		
<b>Using an Operating System</b>																		
Identify what an operating system is and how it works, and solve common problems related to operating systems	✓										X							
Manipulate and control the Windows desktop, files and disks	✓										X							
Identify how to change system settings, install and remove software	✓															X		
<b>KEY APPLICATIONS</b>																		
<b>Common Program Functions</b>																		
Be able to start and exit a Windows application and utilize sources of online help	✓		X	X				X		X				X		X	X	
Identify common on-screen elements of Windows applications, change application settings and manage files within an application	✓			X				X		X				X		X	X	

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	Perform common editing and formatting functions	✓			X				X		X				X		X	X
Perform common printing functions	✓			X				X		X				X		X	X	
<b>Word Processing Functions</b>																		
Be able to format text and documents including the ability to use automatic formatting tools	✓				X					X								
Be able to insert, edit and format tables in a document	✓									X								
<b>Spreadsheet Functions</b>																		
Be able to modify worksheet data and structure and format data in a worksheet	✓															X		
Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet	✓															X		
<b>Presentation Software</b>																		
Be able to create and format simple presentations	✓			X														
<b>LIVING ONLINE</b>																		
<b>Networks and the Internet</b>																		
Identify network fundamentals and the benefits and risks of network computing	✓				X						X				X			
Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet	✓				X													
<b>Electronic Mail</b>																		
Identify how electronic mail works	✓				X													
Identify how to use an electronic mail application	✓				X													
Identify the appropriate use of e-mail and e-mail related "netiquette"	✓				X													

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<b>Using the Internet</b>																		
Identify different types of information sources on the Internet	✓		X		X												X	
Be able to use a Web browsing application	✓		X		X	X			X		X		X		X		X	
Be able to search the Internet for information	✓		X			X			X		X		X		X			
<b>The Impact of Computing and the Internet on Society</b>																		
Identify how computers are used in different areas of work, school, and home	✓								X		X							
Identify the risks of using computer hardware and software	✓				X						X				X			
Identify how to use the Internet safely, legally, and responsibly	✓		X		X													