



Internet and Computing Core Certification Guide

Using Windows 7 & Microsoft® Office 2010

Courseware 1153



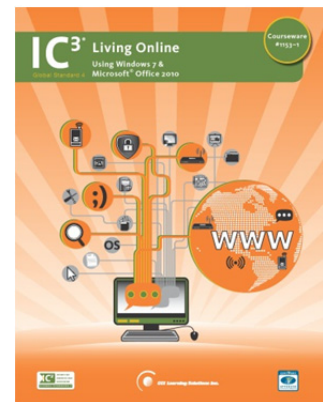
CCI Learning Solutions Inc.



Course Description

This courseware is designed to introduce what being online means and what can be accomplished using a computer. The participant will be introduced to what the Internet is and what makes it so popular for communicating and sharing information with others.

This courseware is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to perform while online using a computing device.



Course Prerequisites

This courseware series was designed to provide the essential skills for being online and collaborating with others through electronic communications. It is intended for those who have not used a web browser or email program previously, or have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

Course Objectives

Living Online

The Living Online exam covers aspects of working in an Internet or networked environment, including basic knowledge of networks and the Internet, skills in specific applications such as electronic mail software and Web browsers, skills required to find and evaluate information, and an understanding of issues related to computing and the Internet being used at work, home and school. In the module you will:

- prepare to browse the Internet by reviewing how web sites are organized, and identify common web page elements, and then learn how to perform basic tasks using a web browser.
- examine the hardware, media and configuration settings that are required to connect to an organization's network or to the Internet.
- be introduced to different communication methods and means of sharing information, with an emphasis on using electronic mail.
- examine the practices of good digital citizenship and online safety.
- conduct research and evaluate the information you find on the Internet.

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Computing Fundamentals**Lesson 1: World Wide Web**

Lesson Objectives
The Internet, Browsers and the
World Wide Web
Understanding Web Site Addresses
Common Web Site/Page Elements
Browser Features and Functions
Lesson Summary
Review Questions

Lesson 2: Getting Connected

Lesson Objectives
Defining a Network
Networking Models
TCP/IP and Networking
Local Area Networks (LANs)
Wide Area Networks (WANs)
Public Switched Networks
Connecting to the Internet
Addressing on the Internet
The Need for Security
Network Troubleshooting
Lesson Summary
Review Questions

**Lesson 3: Digital
Communication**

Lesson Objectives
How Can I Communicate with
Others?

Working with Email
Using Microsoft Outlook
Lesson Summary
Review Questions

Lesson 4: Digital Citizenship

Lesson Objectives
Identifying Ethical Issues
Practicing Good Online Citizenship
Protecting Your Data or Computer
Preventing Personal Injuries
Protecting Yourself While Online
Lesson Summary
Review Questions

Lesson 5: Finding Information

Lesson Objectives
Searching for Information
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
Appendix C: Index