



Working with you
to achieve your goals

IC³ Certification



Module C: Living On line

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).

Courseware Outline

Unit 1: Getting Connected

Lesson1: Networking Fundamentals

- What is a Network?
- Where the Personal Computer Fits Networking Standards
- Connecting to a Network Benefits of Networking
- Disadvantages of Networking
- Summary
- Review Questions

Lesson 2: Looking at the Internet

- Introducing the Internet
- Connecting to the Internet
- Recognising Intranets and Extranets
- Summary
- Review
- Questions

Lesson 3: Understanding E-Mail Fundamentals

- What is Electronic Mail?
- Internal Mail
- Internet Email
- Understanding an Email Address
- Looking at Email Message Components
- Using Email Options
- Using Email Appropriately

- Managing Spam
- Understanding Bad Netiquette
- Identifying Common Email Problems
- Summary
- Review Questions

Lesson 4: Using Microsoft Outlook Express

- What is Outlook Express?
- Using the Folder List
- Sending Messages
- Receiving Messages
- Attaching Files
- Managing Messages
- Sorting Messages
- Working with the Address Book
- Performing Some Maintenance
- Summary
- Review Questions

Unit 2: Using the Internet

Lesson 1: Getting Started

- Understanding Basic Terminology
- Understanding the World Wide Web
- Using the Uniform Resource Locator (URL)
- Looking at the Home Page
- Understanding the Domain Name Format
- Looking at Online Databases
- Identifying Other Elements
- Summary Review
- Questions

Lesson 2: Looking at Web Browsers

- Using a Web Browser
- Looking at Mailing Lists
- Subscribing to a Newsgroups (Usenet)
- Summary
- Review Questions

Lesson 3: Using Microsoft Internet Explorer

- Getting Started
- Looking at the Screen
- Summary
- Review Questions

Lesson 4: Using Information From the Web

- Retrieving Information from a Web Page
- Printing a Web Page
- Downloading Information
- Customising the Web Browser
- Summary Review
- Questions

Lesson 5: Searching for Information

- “Surfing” the Internet
- Searching a Specific Web Site
- Using Directories
- Using Portal Sites
- Using Search Engine Technology
- Narrowing the Search
- Using Boolean Terms
- Other Search Tools
- Summary
- Review Questions

Lesson 6: Qualifying the Information

- Evaluating the Information
- Having an Impact on Society
- Benefits of Using Computers
- Summary
- Review Questions

Lesson 7: The Risks of Computing

- Protecting Your Data or Computer
- Understanding Data Security
- Establishing a Safe Working Environment
- Using Ergonomics Understanding Viruses
- Performing a Data Backup
- Summary
- Review Questions

Lesson 8: Accessing the Internet in a Legal and Safe Manner

- Restricting Access
- Recognising Copyright Issues
- Identifying Ethical Issues
- Protecting Yourself
- Keeping Up with Technology
- Looking at Personal Responsibilities
- Summary
- Review Questions