

JOHANNESBURG CAMPUS: Tel: (011) 718-4000 Fax: (011) 482-1814
Cnr Main Road and Landau Terrace, Melville Ext 2
P O Box 91714, Auckland Park, 2006
Email: studentservices@milpark.ac.za
Website: www.milpark.ac.za

CAPE TOWN CAMPUS: Tel: (021) 673-9100

DURBAN OFFICE: Tel: (031) 266-0444



QUALIFICATION: IC3 INTERNET AND COMPUTING CORE CERTIFICATION
MODE OF DELIVERY: CONTACT LEARNING

DESCRIPTION

In today's high-tech world, digital literacy is a requirement. The best way to stand out from the crowd is to have the *Internet and Computing Core Certification (IC3)* on your resume.

Every job and career, every field of study, and even our social and personal lives, are increasingly affected by technology. IC3 is a well-respected and internationally recognised credential that reflects the most relevant computer user skills needed in today's academic and business environments. To ensure that you are prepared for success, get IC3 – the most up-to-date and globally recognised digital literacy certification available.

This course is right for you if you have one or more of the training or career needs below:

- I would like to equip myself with the required computer skills to excel in a digital world.
- I would like to be able to use computer technology, from basic hardware and software, to operating systems, applications and the internet.
- I would like to have the foundational knowledge to succeed in environments that require the use of computers and the internet.
- I would like to achieve an internationally recognised certification to help advance my career.

PROGRAMME PURPOSE

The purpose of the *IC3 Internet and Computing Core Certification* (using Windows 7 and Microsoft Office 2010) is to provide you with the foundational knowledge required to succeed in environments that require the use of computers and the internet.

The IC3 Certification will help you to be recognised as a person with the critical entry-level skills needed to use the latest computer and internet technology effectively in order to achieve business objectives, increase productivity, improve profitability, and provide you with a competitive edge.

An IC3 certification will help to:

- validate your internet and computing skills.
- highlight your unique talents.
- demonstrate your skills in emerging fields.

PROGRAMME OUTCOMES

After you have successfully completed this course, you should be able to do the following:

- Identify types of computers.
- Identify how computers process information.
- Explain the purpose and function of different hardware components.
- Identify how to maintain computer equipment.
- Solve common problems relating to computer hardware.
- Protect hardware from theft or damage.
- Identify different types of software.
- Explore the fundamental concepts relating to popular applications, such as word processing, spreadsheets, presentation software, databases, and graphic and multimedia programmes.
- Identify how software and hardware work together to perform computing tasks.
- Explain how software is distributed and upgraded.
- Identify different types of application software.
- Identify general concepts relating to application software categories.
- Explain how an operating system works.
- Solve common problems related to an operating system.
- Use an operating system to manipulate a computer's desktop, folders, files, disks and shortcuts.
- Identify how to change system settings.
- Install, uninstall and run application software.
- Identify and modify interface elements.
- Utilise sources of online help.
- Perform common file-management functions.
- Perform common editing and formatting functions.
- Perform common printing/outputting functions.
- Format text and documents, including the use of automatic formatting tools.
- Use word-processing tools to automate processes, such as document review, security and collaboration.
- Modify worksheet data, structure and formatting.

- Sort data.
- Manipulate data using formulas and functions.
- Create simple charts.
- Create and format simple presentations.
- Identify network fundamentals and the benefits and risks of network computing.
- Identify different types of electronic communication/collaboration and how they work.
- Identify how to use an electronic mail application.
- Identify the appropriate use of different types of communication/collaboration tools and the 'rules of the road' regarding online communication ('netiquette').
- Identify information about the internet, the World Wide Web, and websites.
- Use a web browsing application.
- Understand how content is created, located and evaluated on the World Wide Web.
- Identify how computers are used in different areas of work, school and home.
- Identify the risks of using computer hardware and software.
- Identify how to use computers and the internet safely, ethically and legally.

PROGRAMME STRUCTURE

The *IC3 Internet and Computing Core Certification* course consists of three modules, namely:

Module name
Computing Fundamentals
Key Applications
Living Online

ADMISSION REQUIREMENTS

- Grade 10 (Standard 8), or equivalent
- Access to a computer with internet connectivity.

English Proficiency

Foreign applicants whose first language is not English are required to provide proof of proficiency in English prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present a matric verification from the South African Matriculation Board on application.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements:

1. Reliable broadband internet access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.

ADDITIONAL REQUIREMENTS

Software Requirements

- Microsoft Windows 7 Professional
- Microsoft Office 2010 Professional
- Windows Internet Explorer 9.0.

Hardware Requirements

Milpark College recommends the following requirements for a standard PC setup:

- Personal computer with minimum 1GHz (× 86) or 1.4GHz (× 64) processor (2GHz or faster recommended)
- 1GB of RAM or more (4GB recommended)
- 15GB free hard-disk space (60GB recommended)
- DVD-ROM drive or DVD-Writer drive
- Super VGA (1 024 × 768) or higher resolution video adapter and monitor
- Keyboard and Microsoft mouse or compatible pointing device.

STUDENT SUPPORT

Library access

The Milpark Library now provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

RULES OF PROGRESSION

All three modules are compulsory. You have to write one exam per module. In order to receive your *IC3 Internet and Computing Core Certification*, you have to complete all three modules in this course.

If you have already passed some of the IC3 Internet and Computing Core modules, then you only have to pass the outstanding modules in order to achieve your *IC3 Internet and Computing Core Certification*.

ASSESSMENT

IC3 Internet and Computing Core Certification exams are offered by Certiport, not by Milpark. You have to register for an exam on Certiport's website at <http://www.certiport.com>.

- The *Computing Fundamentals* examination covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting, to help you get the most value and impact from computer technology.
- The *Key Applications* examination covers popular word-processing, spreadsheet and presentation applications, and the common features of all applications to help you learn faster, work smarter, and present yourself better.

- The *Living Online* examination covers skills for working in an internet or networked environment and maximising your communication, education, collaboration and social interaction, in a safe and ethical way.

WHERE TO TAKE YOUR CERTIPOINT EXAMS

All *IC3 Internet and Computing Core Certification* exams are administered by Certiport. Direct your questions about exam schedules and pre-registration to the Certiport location (<http://www.certiport.com/locator>) where you intend to take the exam.

DURATION

If you want to study this certification through contact learning, you will have one year to complete the course. For part-time contact classes, please enquire at your nearest Milpark campus.

CERTIFICATION

On successful completion of all three exams in this course, you will receive the globally accepted and validated credential, *IC3 Internet and Computing Core Certification* from Certiport.

PRICING

Your Milpark College course fee includes the following:

- Your prescribed books
- Milpark College tuition
- Your Certiport exam fees for three exams
- Exam preparation fees (Certiprep software that allows you to do practice exams before you write your final Certiport exams).

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

WEBSITE: www.milpark.ac.za

EMAIL: info@milpark.ac.za