



APPENDIX A

A Comprehensive Guide to IC³

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IC3 - MODULE 1: COMPUTING FUNDAMENTALS

STANDARDIZED CODING NUMBER	OBJECTIVES & ABBREVIATED SKILL SETS	PAGE
OBJECTIVE 1.1	Identify types of computers, how they process information, and the purpose and function of different hardware components	
IC³-1 1.1.1	Identify different types of computer devices	Mod1-6– Mod1-10
IC³-1 1.1.2	Identify the role of the central processing unit (CPU) including how the speed of a microprocessor is measured	Mod1-10, Mod1-12
IC³-1 1.1.3	Identify concepts related to computer memory (measurement of memory, RAM, ROM)	Mod1-16– Mod1-18
IC³-1 1.1.4	Identify the features and benefits (storage capacity, shelf-life, size, etc.) of different storage media	Mod1-18– Mod1-23
IC³-1 1.1.5	Identify the types and purposes of standard input and output devices on desktop or laptop computers	Mod1-30– Mod1-39
IC³-1 1.1.6	Identify the types and purposes of specialized input devices (cameras, scanners, game controllers, etc.)	Mod1-39– Mod1-44
IC³-1 1.1.7	Identify the types and purposes of specialized output devices (printers, projectors, etc.)	Mod1-45– Mod1-46
IC³-1 1.1.8	Identify how hardware devices are connected to and installed on a computer system	Mod1-46– Mod1-49
IC³-1 1.1.9	Identify factors that affect computer performance	Mod1-49– Mod1-50



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OBJECTIVE 1.2	Identify how to maintain computer equipment and solve common problems relating to computer hardware	
IC³-1 1.2.1	Identify the importance of protecting computer hardware from theft or damage	Mod1-58– Mod1-59
IC³-1 1.2.2	Identify factors that can cause damage to computer hardware or media (environmental factors, magnetic fields, etc.)	Mod1-59– Mod1-61
IC³-1 1.2.3	Identify how to protect computer hardware from fluctuations in the power supply, power outages and other electrical issues (such as use of computers on different electrical systems)	Mod1-62
IC³-1 1.2.4	Identify common problems associated with computer hardware	Mod1-63– Mod1-66
IC³-1 1.2.5	Identify problems that can occur if hardware is not maintained properly	Mod1-72
IC³-1 1.2.6	Identify maintenance that can be performed routinely by users	Mod1-73– Mod1-88
IC³-1 1.2.7	Identify maintenance that should ONLY be performed by experienced professionals, including replacing or upgrading internal hardware (especially electrical) components (such as processors or drives) that are not designed to be user accessible	Mod1-88
IC³-1 1.2.8	Identify the steps required to solve computer-related problems	Mod1-94– Mod1-100
IC³-1 1.2.9	Identify consumer issues related to buying, maintaining, and repairing a computer	Mod1-101– Mod1-104
OBJECTIVE 2.1	Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded	
IC³-1 2.1.1	Identify how hardware and software interact	Mod1-110– Mod1-114
IC³-1 2.1.2	Identify the difference between an operating system and application software	Mod1-114– Mod1-118
IC³-1 2.1.3	Identify issues relating to software distribution (licenses, upgrades, etc.)	Mod1-119– Mod1-123
OBJECTIVE 2.2	Identify different types of application software and general concept relating to application software categories	
IC³-1 2.2.1	Identify fundamental concepts relating to word processing (reviewing, editing, formatting, etc.)	Mod1-128– Mod1-130
IC³-1 2.2.2	Identify fundamental concepts relating to spreadsheets (worksheets, formulas and functions, sorting data, etc.)	Mod1-131– Mod1-134
IC³-1 2.2.3	Identify fundamental concepts relating to presentation software (slides, graphics, animation, etc.)	Mod1-134– Mod1-138
IC³-1 2.2.4	Identify fundamental concepts relating to databases (records, fields, tables, queries, reports, forms, etc.)	Mod1-138– Mod1-141



IC ³ -1 2.2.5	Identify fundamental concepts relating to graphic and multimedia programs (drawing, painting, graphic file formats, etc.)	Mod1-142– Mod1-145
IC ³ -1 2.2.6	Identify fundamental concepts relating to education and entertainment programs (games, audio, video, virtual reality, etc.)	Mod1-146
IC ³ -1 2.2.7	Identify the types and purposes of different utility programs (virus, disk maintenance, backup, etc.)	Mod1-146– Mod1-147
IC ³ -1 2.2.8	Identify other types of software (Web-browsing, project management, group collaboration, etc.)	Mod1-147– Mod1-148
IC ³ -1 2.2.9	Identify how to select the appropriate application(s) for a particular purpose, and problems that can arise if the wrong software product is used for a particular purpose.	Mod1-148
IC ³ -1 2.2.10	Identify how applications interact and share data.	Mod1-149
OBJECTIVE 3.1	Identify what an operating system is and how it works, and solve common problems related to operating systems	
IC ³ -1 3.1.1	Identify the purpose of an operating system.	Mod1-154
IC ³ -1 3.1.2	Identify different operating systems (Windows, Mac OS, Linux, etc.)	Mod1-154– Mod1-158
IC ³ -1 3.1.3	Identify that a computer user may interact with multiple operating systems while performing everyday tasks such as:	Mod1-158– Mod1-159
IC ³ -1 3.1.4	Identify the capabilities and limitations imposed by the operating system including levels of user rights (administrative rights, etc.) which determine what a user can and cannot do (install software, download files, change system settings, etc.)	Mod1-160
IC ³ -1 3.1.5	Identify and solve common problems related to operating systems	Mod1-161– Mod1-164
OBJECTIVE 3.2	Use an operating system to manipulate a computer's desktop, files and disks	
IC ³ -1 3.2.1	Shut down, restart, log on and log off the computer	Mod1-170– Mod1-173
IC ³ -1 3.2.2	Identify elements of the operating system desktop	Mod1-173– Mod1-176
IC ³ -1 3.2.3	Manipulate windows (maximize, minimize, close, etc.)	Mod1-176– Mod1-177
IC ³ -1 3.2.4	Start and run programs	Mod1-177– Mod1-178
IC ³ -1 3.2.5	Manipulate desktop folders and icons/shortcuts	Mod1-179
IC ³ -1 3.2.6	Manage files (identify file types and properties, sort files, move and copy files, find files, etc.)	Mod1-179– Mod1-185
IC ³ -1 3.2.7	Identify precautions one should take when manipulating files	Mod1-185– Mod1-187
IC ³ -1 3.2.8	Solve common problems associated with working with files (files that are difficult to find, corrupted files, etc.)	Mod1-187



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OBJECTIVE 3.3	Identify how to change system settings, install and remove software	
IC³-1 3.3.1	Display control panels/system preferences	Mod1-192– Mod1-197
IC³-1 3.3.2	Identify different control panel/system preference settings	Mod1-197
IC³-1 3.3.3	Change simple settings (date and time, audio volume, etc.)	Mod1-197– Mod1-202
IC³-1 3.3.4	Display and update a list of installed printers	Mod1-203– Mod1-205
IC³-1 3.3.5	Identify precautions regarding changing system settings	Mod1-205
IC³-1 3.3.6	Install and uninstall software	Mod1-206– Mod1-209
IC³-1 3.3.7	Identify and troubleshoot common problems associated with installing and running applications	Mod1-211– Mod1-212



IC3 - MODULE 2: KEY APPLICATIONS 2010 STANDARD

STANDARDIZED CODING NUMBER	OBJECTIVES & ABBREVIATED SKILL SETS	PAGE
OBJECTIVE 1.1	Be able to start and exit an application, identify and modify interface elements, and use sources of online help	
IC³-2 1.1.1	Start and exit a Windows style application	Mod2-4, Mod2-5, Mod2-9, Mod2-32–Mod2-33, Mod2-240, Mod2-339
IC³-2 1.1.2	Identify on-screen elements common to applications (e.g., toolbars, Ribbon, document windows)	Mod2-10–Mod2-11, Mod2-13–Mod2-14, Mod2-16, Mod2-32–Mod2-33, Mod2-240
IC³-2 1.1.3	Navigate around open files using scroll bars, keyboard shortcuts, and Go To command	Mod2-10–Mod2-11, Mod2-32, Mod2-50–Mod2-52, Mod2-55, Mod2-59–Mod2-60, Mod2-242–Mod2-243, Mod2-262, Mod2-266, Mod2-268, Mod2-339–Mod2-340, Mod2-364–Mod2-365
IC³-2 1.1.4	Display and use onscreen command buttons	Mod2-16, Mod2-19, Mod2-32–Mod2-33
IC³-2 1.1.5	Change views	Mod2-5, Mod2-32–Mod2-33, Mod2-44–Mod2-45, Mod2-58–Mod2-60, Mod2-245, Mod2-272, Mod2-342
IC³-2 1.1.6	Change magnification level	Mod2-48–Mod2-49, Mod2-58–Mod2-60, Mod2-245, Mod2-266, Mod2-272, Mod2-342, Mod2-364
IC³-2 1.1.7	Display options for changing application defaults (e.g., where files are stored, print and AutoSave options)	Mod2-16, Mod2-32, Mod2-38, Mod2-42, Mod2-60



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IC³-2 1.1.8	Identify and prioritize help resources, including online help, printed documentation, and external help resources	Mod2-26–Mod2-27, Mod2-33–Mod2-34
IC³-2 1.1.9	Use automated help, including navigating help resources and employing logical search strategies	Mod2-26–Mod2-27, Mod2-33–Mod2-34, Mod2-60, Mod2-366
OBJECTIVE 1.2	Perform common file-management functions	
IC³-2 1.2.1	Create files	Mod2-36, Mod2-58, Mod2-172–Mod2-173, Mod2-179, Mod2-199, Mod2-201–Mod2-202, Mod2-346–Mod2-347, Mod2-364
IC³-2 1.2.2	Open files within an application and from the desktop, identify extensions associated with applications	Mod2-5, Mod2-18–Mod2-19, Mod2-32, Mod2-339, Mod2-364–Mod2-365
IC³-2 1.2.3	Switch between open documents	Mod2-5, Mod2-32
IC³-2 1.2.4	Save files in specified locations/formats	Mod2-24, Mod2-32, Mod2-40, Mod2-58, Mod2-172–Mod2-173, Mod2-243, Mod2-293, Mod2-339
IC³-2 1.2.5	Close files	Mod2-9, Mod2-24, Mod2-32, Mod2-245, Mod2-345, Mod2-364–Mod2-365
IC³-2 1.2.6	Identify and solve common problems relating to working with files (e.g., product or version incompatibility, AutoSave recovery options)	Mod2-23, Mod2-33, Mod2-38–Mod2-39
OBJECTIVE 1.3	Perform common editing and formatting functions	
IC³-2 1.3.1	Insert text and numbers into a file	Mod2-39–Mod2-40, Mod2-58–Mod2-59, Mod2-65, Mod2-254
IC³-2 1.3.2	Perform simple editing (e.g., select, cut, copy, paste, and move information)	Mod2-62–Mod2-63, Mod2-65, Mod2-68–Mod2-69, Mod2-78, Mod2-96–Mod2-99, Mod2-157, Mod2-254, Mod2-270, Mod2-303, Mod2-308, Mod2-313, Mod2-332, Mod2-345
IC³-2 1.3.3	Use the Undo, Redo and Repeat commands	Mod2-67, Mod2-96–Mod2-97, Mod2-254, Mod2-353



IC ³ -2 1.3.4	Find and/or Find and Replace information	Mod2-71–Mod2-72, Mod2-74, Mod2-96
IC ³ -2 1.3.5	Check spelling	Mod2-76–Mod2-77, Mod2-96, Mod2-99, Mod2-347
IC ³ -2 1.3.6	Perform simple text formatting, including using Format Painter	Mod2-80–Mod2-81, Mod2-84, Mod2-93, Mod2-96–Mod2-98
IC ³ -2 1.3.7	Insert pictures and other objects into a file, including clip art, drawn objects, text art, and images created in another application	Mod2-209–Mod2-231, Mod2-234–Mod2-237, Mod2-368, Mod2-374, Mod2-376, Mod2-379
OBJECTIVE 1.4	Perform common printing/outputting functions	
IC ³ -2 1.4.1	Format a document for printing	Mod2-90–Mod2-91, Mod2-97, Mod2-112, Mod2-136, Mod2-272, Mod2-276, Mod2-364–Mod2-365
IC ³ -2 1.4.2	Preview a file before printing	Mod2-90–Mod2-91, Mod2-97–Mod2-98, Mod2-112, Mod2-136, Mod2-276
IC ³ -2 1.4.3	Print files, specifying common print options	Mod2-112, Mod2-114, Mod2-117, Mod2-137
IC ³ -2 1.4.4	Manage printing and print jobs	Mod2-114, Mod2-137
IC ³ -2 1.4.5	Identify and solve common problems associated with printing (e.g., printer, connection, print setting issues)	Mod2-119, Mod2-137
IC ³ -2 1.4.6	Output documents in electronic format, including PDF, fax, e-mail attachment, and Web content	Mod2-120, Mod2-122–Mod2-124, Mod2-135, Mod2-177, Mod2-202, Mod2-293
IC ³ -2 1.4.7	Identify issues related to outputting files in electronic format	Mod2-120, Mod2-122–Mod2-124, Mod2-137
OBJECTIVE 2.1	Be able to format text and documents, including the ability to use automatic formatting tools	
IC ³ -2 2.1.1	Change spacing options	Mod2-84, Mod2-97
IC ³ -2 2.1.2	Indent text	Mod2-87, Mod2-97
IC ³ -2 2.1.3	Display the ruler	Mod2-87, Mod2-97, Mod2-148
IC ³ -2 2.1.4	Use tabs	Mod2-87, Mod2-97



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IC ³ -2 2.1.5	Insert and delete a page break or section break	Mod2-90–Mod2-91, Mod2-97, Mod2-204, Mod2-234
IC ³ -2 2.1.6	Display non-printing characters and identify on-screen formatting information, including breaks and paragraph, tab, and indent markers	Mod2-41–Mod2-42, Mod2-87, Mod2-204, Mod2-234, Mod2-236
IC ³ -2 2.1.7	Create and modify single- and multi-level bulleted and numbered lists	Mod2-89, Mod2-96
IC ³ -2 2.1.8	Insert symbols/special characters	Mod2-192–Mod2-193, Mod2-201
IC ³ -2 2.1.9	Insert, modify, and format page numbers	Mod2-184–Mod2-185
IC ³ -2 2.1.10	Create, modify, and format headers and footers	Mod2-184–Mod2-185, Mod2-201
IC ³ -2 2.1.11	Create, modify, and apply styles	Mod2-179, Mod2-182, Mod2-200
IC ³ -2 2.1.12	Create and modify columns	Mod2-204, Mod2-234, Mod2-237
IC ³ -2 2.1.13	Work with tables, including creating, inserting, and editing data in a table	Mod2-140, Mod2-148, Mod2-156–Mod2-157, Mod2-163, Mod2-167–Mod2-170
IC ³ -2 2.1.14	Modify table structure	Mod2-142–Mod2-148, Mod2-167–Mod2-170
IC ³ -2 2.1.15	Format tables, including sorting data	Mod2-150–Mod2-162, Mod2-167–Mod2-170
IC ³ -2 2.1.16	Identify common uses for word processing and identify elements of a well-organized document	Mod2-4, Mod2-34, Mod2-36, Mod2-59, Mod2-81, Mod2-140, Mod2-161, Mod2-170, Mod2-177, Mod2-187, Mod2-194, Mod2-200–Mod2-201, Mod2-204, Mod2-207, Mod2-236
OBJECTIVE 2.2	Be able to use word-processing tools to automate processes such as document review, security, and collaboration	
IC ³ -2 2.2.1	Use language tools	Mod2-78, Mod2-96
IC ³ -2 2.2.2	Insert and modify data elements into a document, including footnotes and endnotes	Mod2-187, Mod2-189–Mod2-191, Mod2-200–Mod2-201



IC ³ -2 2.2.3	Use tools that support collaborative creation and editing of documents	Mod2-102, Mod2-106, Mod2-109–Mod2-110, Mod2-120, Mod2-124, Mod2-127–Mod2-130, Mod2-135–Mod2-136
IC ³ -2 2.2.4	Protect a document from unauthorized viewing or modification	Mod2-120, Mod2-127–Mod2-130, Mod2-135–Mod2-136
OBJECTIVE 3.1	Be able to modify worksheet data and structure and format data in a worksheet	
IC ³ -2 3.1.1	Identify how a table of data is organized in a spreadsheet	Mod2-240, Mod2-243, Mod2-262–Mod2-264, Mod2-270–Mod2-271, Mod2-298, Mod2-300, Mod2-313, Mod2-319–Mod2-321
IC ³ -2 3.1.2	Identify the structure of a well-organized, useful worksheet	Mod2-242, Mod2-249–Mod2-250, Mod2-262–Mod2-264, Mod2-270–Mod2-271, Mod2-298–Mod2-300, Mod2-319–Mod2-320
IC ³ -2 3.1.3	Insert and modify data	Mod2-247, Mod2-249, Mod2-254, Mod2-256–Mod2-257, Mod2-262–Mod2-264, Mod2-279
IC ³ -2 3.1.4	Modify table structure	Mod2-251–Mod2-254, Mod2-262–Mod2-264, Mod2-271, Mod2-279, Mod2-281, Mod2-298, Mod2-300, Mod2-319–Mod2-321
IC ³ -2 3.1.5	Identify and change number formats, including the Number, Currency, Date and Time, Percentage, and number of decimal places	Mod2-282, Mod2-297–Mod2-299
IC ³ -2 3.1.6	Apply borders and shading to cells	Mod2-285, Mod2-287–Mod2-288, Mod2-297–Mod2-299
IC ³ -2 3.1.7	Specify cell alignment	Mod2-279, Mod2-281, Mod2-297



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IC ³ -2 3.1.8	Apply table AutoFormats	Mod2-287–Mod2-288, Mod2-297–Mod2-298
IC ³ -2 3.1.9	Specify worksheet/workbook-specific print options, including page breaks, print area, repeating rows and columns, and headers and footers	Mod2-272, Mod2-274, Mod2-276, Mod2-297–Mod2-298
IC ³ -2 3.1.10	Identify common uses of spreadsheets, as well as elements of a well-organized, well-formatted spreadsheet	Mod2-34, Mod2-279, Mod2-285, Mod2-299–Mod2-300, Mod2-319–Mod2-321
OBJECTIVE 3.2	Be able to sort data, manipulate data using formulas and functions, and create simple charts	
IC ³ -2 3.2.1	Sort worksheet data	Mod2-291, Mod2-297–Mod2-298
IC ³ -2 3.2.2	Filter data	Mod2-291, Mod2-298
IC ³ -2 3.2.3	Demonstrate an understanding of absolute vs. relative cell references	Mod2-305, Mod2-332
IC ³ -2 3.2.4	Insert arithmetic formulas into worksheet cells	Mod2-302–Mod2-303, Mod2-313, Mod2-331–Mod2-333
IC ³ -2 3.2.5	Demonstrate how to use common worksheet functions (e.g., SUM, AVERAGE, MIN, MAX, COUNT)	Mod2-306–Mod2-308, Mod2-310, Mod2-312 Mod2-331–Mod2-334
IC ³ -2 3.2.6	Use AutoSum	Mod2-306–Mod2-308, Mod2-332
IC ³ -2 3.2.7	Insert and modify formulas and functions	Mod2-302–Mod2-303, Mod2-306–Mod2-308, Mod2-310, Mod2-312, Mod2-332
IC ³ -2 3.2.8	Identify common errors people make when using formulas and functions	Mod2-315–Mod2-317
IC ³ -2 3.2.9	Insert and modify simple charts in a worksheet	Mod2-319–Mod2-321, Mod2-323–Mod2-326, Mod2-332–Mod2-333, Mod2-335
IC ³ -2 3.2.10	Draw conclusions based on tabular data or charts in a worksheet	Mod2-285, Mod2-299–Mod2-300, Mod2-319–Mod2-321, Mod2-325–Mod2-326, Mod2-333–Mod2-335



OBJECTIVE 4.1	Be able to create and format simple presentations	
IC ³ -2 4.1.1	Manage slides	Mod2-344–Mod2-345, Mod2-364–Mod2-365
IC ³ -2 4.1.2	Add information to a slide	Mod2-246–Mod2-347, Mod2-350, Mod2-352–Mod2-353, Mod2-355, Mod2-364, Mod2-368, Mod2-374, Mod2-376, Mod2-379, Mod2-383, Mod2-386, Mod2-388, Mod2-397–Mod2-399
IC ³ -2 4.1.3	Change slide view	Mod2-342, Mod2-345–Mod2-347, Mod2-355, Mod2-364–Mod2-365
IC ³ -2 4.1.4	Change slide layout	Mod2-352–Mod2-353, Mod2-364–Mod2-365
IC ³ -2 4.1.5	Modify a slide background	Mod2-349–Mod2-350, Mod2-364
IC ³ -2 4.1.6	Assign transitions to slides	Mod2-381, Mod2-397–Mod2-398
IC ³ -2 4.1.7	Change the order of slides in a presentation	Mod2-344–Mod2-345, Mod2-364
IC ³ -2 4.1.8	Identify different ways presentations are distributed (e.g., printed, projected to an audience, distributed over networks or the Internet)	Mod2-391–Mod2-394, Mod2-399
IC ³ -2 4.1.9	Create different output elements (e.g., speaker’s notes, handouts, Web page)	Mod2-346–Mod2-347, Mod2-391–Mod2-394, Mod2-398–Mod2-399
IC ³ -2 4.1.10	Preview the slide show presentation	Mod2-358, Mod2-365, Mod2-397
IC ³ -2 4.1.11	Navigate an on-screen slide show	Mod2-358, Mod2-365, Mod2-379, Mod2-397
IC ³ -2 4.1.12	Identify common uses of presentation software as well as effective design principles for simple presentations	Mod2-34, Mod2-338, Mod2-346–Mod2-347, Mod2-349–Mod2-350, Mod2-352–Mod2-353, Mod2-355, Mod2-365–Mod2-366, Mod2-368, Mod2-399

IC3 - MODULE 3: LIVING ONLINE

STANDARDIZED CODING NUMBER	OBJECTIVES & ABBREVIATED SKILL SETS	PAGE MAPPING
OBJECTIVE 1.1	Identify network fundamentals and the benefits and risks of network computing	
IC ³ -3 1.1.1	Identify that networks (including computer networks and other networks such as the telephone network) transmit different types of data	Mod3-4– Mod3-5
IC ³ -3 1.1.2	Identify benefits of networked computing	Mod3-6
IC ³ -3 1.1.3	Identify the risks of networked computing	Mod3-7– Mod3-8
IC ³ -3 1.1.4	Identify the roles of clients and servers in a network	Mod3-9
IC ³ -3 1.1.5	Identify networks by size and type	Mod3-9– Mod3-12
IC ³ -3 1.1.6	Identify concepts related to network communication (high-speed, wireless, etc.)	Mod3-13– Mod3-15
IC ³ -3 1.1.7	Identify fundamental principles of security on a network, including authorization, authentication, and wireless security issues	Mod3-16– Mod3-18
OBJECTIVE 2.1	Identify different types of electronic communication/collaboration and how they work	
IC ³ -3 2.1.1	Identify the different methods of electronic communication/collaboration and the advantages and disadvantages of each	Mod3-24
IC ³ -3 2.1.2	Identify how unique users are identified with communication services such as instant mail, text messaging, online conferencing, and social network sites	Mod3-24
IC ³ -3 2.1.3	Identify the major components of electronic communication (user agents, servers, communication, and protocols)	Mod3-25
OBJECTIVE 2.2	Identify how to use an electronic mail application	
IC ³ -3 2.2.1	Identify how electronic mail identifies a unique e-mail user by e-mail address, including:	Mod3-26
IC ³ -3 2.2.2	Identify the components of an electronic mail message or instant message	Mod3-26
IC ³ -3 2.2.3	Identify when to use different electronic mail options	Mod3-26– Mod3-27
IC ³ -3 2.2.4	Read and send electronic mail messages	Mod3-31– Mod3-34, Mod3-35
IC ³ -3 2.2.5	Identify ways to supplement a mail message with additional information	Mod3-31, Mod3-33, Mod3-35– Mod3-37

IC ³ -3 2.2.6	Manage attachments	Mod3-38– Mod3-40
IC ³ -3 2.2.7	Manage mail	Mod3-27– Mod3-30, Mod3-34
IC ³ -3 2.2.8	Manage addresses	Mod3-31
IC ³ -3 2.2.9	Identify the purpose of frequently used mail-configuration options (automatic signature, blocking messages, etc.)	Mod3-41, Mod3-66, Mod3-68
OBJECTIVE 2.3	Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (“netiquette”)	
IC ³ -3 2.3.1	Identify appropriate uses for different communication methods (e-mail, instant messages, teleconference, syndication, etc.)	Mod3-48– Mod3-49
IC ³ -3 2.3.2	Identify the advantages of electronic communication	Mod3-49– Mod3-50
IC ³ -3 2.3.3	Identify common problems associated with electronic communication (lost connection, delivery failure, junk mail, etc.)	Mod3-52– Mod3-64
IC ³ -3 2.3.4	Identify the elements of professional and effective electronic communications (audience, purpose, reply option, etc.)	Mod3-64– Mod3-65
IC ³ -3 2.3.5	Identify appropriate use of e-mail attachments and other supplementary information	Mod3-65– Mod3-66
IC ³ -3 2.3.6	Identify issues regarding unsolicited e-mail (“spam”) and how to minimize or control unsolicited mail	Mod3-67
IC ³ -3 2.3.7	Identify effective procedures for ensuring the safe and effective use of electronic communication (virus checking, netiquette, encryption, etc.)	Mod3-68
OBJECTIVE 3.1	Identify information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application	
IC ³ -3 3.1.1	Understand the difference between the Internet (a worldwide network of computers) and the World Wide Web (a set of linked pages containing information and applications that uses the Internet to facilitate online communications)	Mod3-74– Mod3-75
IC ³ -3 3.1.2	Identify terminology related to the Internet and the World Wide Web (domain, HTML, IP address, URL, wiki, etc.)	Mod3-75– Mod3-79
IC ³ -3 3.1.3	Identify different items on a Web page (graphics, video, hyperlinks, etc.)	Mod3-80
IC ³ -3 3.1.4	Identify different types of Web sites and the purposes of different types of sites (commercial, academic, portals, etc.)	Mod3-81– Mod3-83
IC ³ -3 3.1.5	Navigate the Web using a browser (by specifying a URL or IP address, using hyperlinks, using the browser’s Forward and Back buttons and address bar, etc.)	Mod3-84– Mod3-89



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IC ³ -3 3.1.6	Reload/Refresh the view of a Web page	Mod3-89
IC ³ -3 3.1.7	Show a history of recently visited Web sites, navigate to a previously visited site and delete history of visited sites	Mod3-89– Mod3-90
IC ³ -3 3.1.8	Find specific information on a Web site	Mod3-91– Mod3-92
IC ³ -3 3.1.9	Manage Bookmarked sites/Favorite sites	Mod3-92– Mod3-94
IC ³ -3 3.1.10	Copy appropriate elements from a Web site to another application (such as copying text or media to a word processing document or presentation or copying data to a spreadsheet)	Mod3-96– Mod3-98
IC ³ -3 3.1.11	Download a file from a Web site to a specified location	Mod3-94– Mod3-96
IC ³ -3 3.1.12	Print information from a Web site or Web page	Mod3-96– Mod3-98
IC ³ -3 3.1.13	Identify settings that can be modified in a Web browser application (security, privacy, default home page, etc.)	Mod3-87, Mod3-98– Mod3-100
IC ³ -3 3.1.14	Identify problems associated with using the Web (pop-up ads, required add-ins, security issues, etc.)	Mod3-60, Mod3-100– Mod3-101, Mod3-151– Mod3-160
OBJECTIVE 3.2	Understand how content is created, located and evaluated on the World Wide Web	
IC ³ -3 3.2.1	Identify ways content is created on the Internet (blogs, wikis, social networking sites, etc.)	Mod3-106– Mod3-110
IC ³ -3 3.2.2	Identify ways of searching for information	Mod3-110– Mod3-113
IC ³ -3 3.2.3	Use a search engine to search for information (using effective key words, refining a search, etc.)	Mod3-113– Mod3-118
IC ³ -3 3.2.4	Identify issues regarding the quality of information found on the Internet, including relevance, reliability, and validity	Mod3-118– Mod3-119
IC ³ -3 3.2.5	Identify how to evaluate the quality of information found on the Web	Mod3-118– Mod3-119
IC ³ -3 3.2.6	Identify responsible and ethical behaviors when creating or using online content (copyright, plagiarism, etc.)	Mod3-119– Mod3-121
OBJECTIVE 4.1	Identify how computers are used in different areas of work, school and home	
IC ³ -3 4.1.1	Identify how information technology and the Internet are used at work, home, or school to collect, organize, evaluate, and communicate information, increase productivity, etc.	Mod3-126– Mod3-132
IC ³ -3 4.1.2	Identify that traditional desktop and laptop computers represent only a fraction of the computer technology people interact with on a regular basis (ATMs, point-of-sale systems, security systems, etc.)	Mod3-132– Mod3-136



IC ³ -3 4.1.3	Identify how computers and the Internet have transformed traditional processes (e-commerce, online learning, etc.)	Mod3-137– Mod3-143
IC ³ -3 4.1.4	Identify technologies that support or provide opportunities to the physically challenged and disadvantaged	Mod3-143– Mod3-145
OBJECTIVE 4.2	Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally	
IC ³ -3 4.2.1	Identify how to maintain a safe working environment that complies with legal, health, and safety rules	Mod3-150
IC ³ -3 4.2.2	Identify injuries that can result from the use of computers for long periods of time	Mod3-150– Mod3-151
IC ³ -3 4.2.3	Identify risks to personal and organizational data (theft, data loss, etc.)	Mod3-151– Mod3-153
IC ³ -3 4.2.4	Identify software threats (viruses, spyware, etc.)	Mod3-154– Mod3-156
IC ³ -3 4.2.5	Identify reasons for restricting access to files, storage devices, computers, networks, the Internet or certain Internet sites	Mod3-156
IC ³ -3 4.2.6	Identify the principles regarding when information can or cannot be considered personal, including the difference between computer systems owned by schools or businesses that may have rules and guidelines as to who owns data stored on the system, and computers owned by individuals where the owner of the computer has control over his or her own data	Mod3-157
IC ³ -3 4.2.7	Identify how to avoid hazards regarding electronic commerce	Mod3-157– Mod3-158
IC ³ -3 4.2.8	Identify how to protect privacy and personal security online (to avoid fraud, identity theft and other hazards)	Mod3-158– Mod3-161
IC ³ -3 4.2.9	Identify how to find information about rules regarding the use of computers and the Internet	Mod3-161– Mod3-162
IC ³ -3 4.2.10	Identify how to stay informed about changes and advancements in technology	Mod3-162
IC ³ -3 4.2.11	Identify how to be a responsible user of computers (recycling, backing up, sharing knowledge. etc.)	Mod3-163

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