

Course Description

This courseware is designed to introduce the concept of digital literacy and what can be accomplished using a computer. The participant will then be introduced to the Internet, learn how to find information and stay safe while online. Participants are then introduced to basic skills using the most popular types of application programs.

This courseware is targeted towards elementary and middle school students who need to use computers or computing devices to perform basic tasks for school and personal life.

Note: To recognize some of the components that make up a computer, it is preferable to have access to these actual components, wherever possible.

The IC3 Spark courseware contains exercises that students can use to reinforce their understanding of the topics and features presented.

Teacher resources are available and are produced specifically to assist in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This courseware presents essential skills and topics. It is intended for those who have not used a computer previously, or who have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

Classroom Setup

The explanations in this courseware are based on the default settings established during the installation of the Microsoft Windows 7 and Microsoft Office 2013 programs on a networked computer. Your computer (or the computers in the classroom lab) may be configured differently. If so, please check with your teacher (where applicable), or consult the appropriate User's Guide to change the setup.

If you are using an operating system other than Windows (such as Mac OS X), you will find that the concepts are the same; however, there may be slight differences in where to access commands or how to complete a particular task.

If you are using another version of Word, Excel, or PowerPoint, or a different office suite such as Open Office or Google Docs, you will find that all the concepts are the same; you may need to adjust some of the steps required to accomplish a particular task.