



# Internet & Core Computing Certification (IC3)

Excellence  
Quality  
Affordability  
Simplicity

## **INTRODUCTION**

Technology has become a part of our everyday lives, and understanding how to function in environments that require the use of computers and the Internet is more critical now than ever before. So, whether you plan to pursue a career in IT, or simply become more effective with technology, IC3 Digital Literacy Certification is the place to start.

The IC3 Digital Literacy suite of products includes solutions that range from assessment to certification. And, as a truly global standard, IC3 is as comprehensive as it is diverse. With learning and practice solutions, assessment tools, and certifications specifically designed for a variety of ages and occupations, the IC3 Digital Literacy program is simply the best way to ensure that students and employees are prepared to succeed in a technology-based world.

## **PREREQUISITE**

None

## **COURSE OUTLINE**

### **PART I: COMPUTER BASICS AND HARDWARE**

Chapter 1: Computer Basics

Chapter 2: The System Unit

Chapter 3: Input, Output, and Storage

### **PART II: SOFTWARE**

Chapter 4: Operating System Basics

Chapter 5: Introduction to Windows

Chapter 6: Windows Administration and Maintenance

Chapter 7: Understanding Application Software

### **PART III: MICROSOFT OFFICE**

Chapter 8: Understanding Microsoft Office

Chapter 9: Word Processing with Microsoft Word

Chapter 10: Creating Spreadsheets with Microsoft Excel

Chapter 11: Managing Databases with Access

Chapter 12: Creating Presentation Graphics with PowerPoint

### **PART IV: CONNECTIVITY AND COMMUNICATION**

Chapter 13: Networking and Internet Basics

Chapter 14: Online Communication

Chapter 15: Web Basics

Chapter 16: Network and Internet Privacy and Security

Chapter 17: Legal, Ethical, Health, and Environmental Issues in Computing

## **BANK DETAILS**

Account Name: GNT Nigeria Ltd

Account Number: 0122197732

Bank: Wema Bank Plc

-Payments for Training Should be made at least five working date before training start-date. Please Ask for current Prices

-Where GNT is expected to provide Accommodation please call for further discussions (Minimum of 4 participants for this Option)

-For I.T Certification Testing at our Site, Please Call to find out current exam prices or you could schedule to our sites through the Prometric or Pearson VUE websites.

## **ABOUT GNT EDUCATION**

GNT Education is the leading indigenous IT training arm of the GNT Group offering comprehensive IT training for both corporate, private, and government establishment. Our training and services are designed to give you practical solutions to your real world IT needs. As partners to Other International I.T Education Bodies such as Microsoft, Oracle, Pearson VUE, Prometric, Red-Hat, LPI, MUM, GNT is Position To Give You the absolute best in I.T Education

## **CONTACT US**

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