



## **IC<sup>3</sup> (Internet and Computer Core Certification)**

*More than just another computer course!*

*Everyone assumes that we all know how to use a computer effectively, but most of us have gaps in our computer skills.*



*IC<sup>3</sup> – the world's leading foundation computer qualification*



*Update your skills and improve your prospects in a flexible way to suit your personal circumstances.*



### **Is IC<sup>3</sup> right for me?**

If you answer "yes" to any of the following questions, IC<sup>3</sup> is right for you.

- Have you taught yourself to use a computer, perhaps around your work or with a little help from friends and family?
- Are you looking for a job or going after a promotion but are worried that your poor computer skills will let you down?
- Are you confident in the job you do but nervous when anything new is proposed?
- Are you returning to work after a break and need to get your skills up to speed?
- Do you have a wealth of experience to offer but find you get overlooked because you don't have up to date computer skills?
- Do you want to increase your productivity so you can work smarter, not harder?
- Would you like to be able to help your children with their homework, help your partner with his or her business, or get the computer skills to start your own business?

### **What is IC<sup>3</sup>?**

IC<sup>3</sup> is the first truly global certificate for core internet and computer skills where everyone around the world sits exactly the same tests. Available in 135 countries and 24 languages, it provides a clear benchmark for key technology skills.



IC<sup>3</sup> provides an up to date syllabus designed by a team of 400 world experts in digital literacy. The latest Global Standard 3 (June 2009) provides an internationally recognised standard that reflects the most relevant skills for academic and business environments.

Certification consists of 3 x 45 minute tests. You can learn everything you need to pass the exam by completing our online, self-paced IC<sup>3</sup> course, which involves around 20 hours of learning. If you already have the skills needed for certification, you can work through some practice tests to double-check that you're ready to complete the certification tests.

### **How does the IC<sup>3</sup> course work?**

The course includes online videos and practical exercises to consolidate what you learn. There are plenty of opportunities for you to check your knowledge and progress. If you already have some computer skills, a pre-course assessment will show which parts of the course you need to focus on to round out your skills and prepare for certification.

Your course will begin with an orientation session where you'll meet your instructor. By the end of the session, you'll understand the learning materials and what you need to do to complete the course at your own pace, at any time, on any computer with an internet connection.

You'll be able to attend optional scheduled lab sessions if you'd like some extra help and your instructor will provide support by phone or email throughout your course.

When you're ready, you can complete the IC<sup>3</sup> certification tests at a Positive Connexions Learning Centre.

*“The IC<sup>3</sup> course is user friendly, fun, and full of helpful hints to keep you motivated and interested in what you are doing. It creates a feel good feeling that generates self confidence that you can do what you say you can do.”*

*Jan Moylan,  
Castor Bay,  
Auckland*



*Benchmarking our computer skills with an internationally recognised computer qualification provides a practical, measurable way to improve New Zealand's productivity.*



*New Zealand's productivity is leaking out through the holes in our computer skills.*

## What will I learn?

The IC<sup>3</sup> course is made up of the following three modules.

### Computer Fundamentals

In the first module, you'll learn the basic things about computers that everyone should know. It covers a bit about how computers work, trouble shooting so you know what to do when something goes wrong and how to maintain your computer to keep it working well for you. You'll also learn about commonly used operating systems, MS Windows and Mac OS.

### Key Applications

Anyone who uses a computer needs to know the basics of word processing, how to create a spreadsheet and how to produce a presentation. Whatever your reason for using a computer, these three types of computer applications will prove helpful. You'll learn how to use MS Word (word processing), MS Excel (spreadsheets) and MS PowerPoint (presentations).

### Living Online

You'll learn how to use email and the internet effectively for work and home and find out about some commonly used internet terms, such as social media, RSS feeds, wikis and blogs.

## What's so good about IC<sup>3</sup>?

Our IC<sup>3</sup> course provides:

- an affordable way to fill in the gaps in your computer skills and build new ones, while taking into account what you already know;
- proven, flexible online learning that allows you to study anywhere, at any time;
- plenty of opportunities to check your progress and thoroughly prepare for the certification tests;
- as much support as you need to help you achieve your IC<sup>3</sup> certification.

IC<sup>3</sup> certification provides:

- a qualification recognised in 135 countries;
- digital online verification of your qualification for employers or education providers;
- evidence that you are self-motivated and understand the power of a skills certification;
- a clear pathway to further training that will increase your marketable skills and lead to greater career and personal opportunities.

## Join the Kiwi Computer Challenge

### We need your help

Everyone assumes that we all know how to use a computer effectively. The reality is that most of us have taught ourselves, with help from friends and work colleagues and some on-the-job training.



**Kiwi Computer  
Challenge**

*Your key to a brighter future*

Most of us have holes in our computer skills, whether we realise it or not! We “don't know what we don't know”, so it's difficult to work out what we need to learn to fill in the gaps.

*The aim of the Challenge is to have one million New Zealanders with an internationally recognised foundation computer qualification by 2015.*



*Get involved in this uniquely Kiwi initiative to showcase New Zealand.*



As a result, New Zealand's productivity is leaking out through the holes in our computer skills.

Understanding how to use a computer and key software is as important as reading and writing. Technology is now a vital part of our personal and business lives so we **all** need to understand how to take the best advantage of it.

Being aware of the skills gap is one thing, but what can we do to fill it?

The aim of the Kiwi Computer Challenge is that . . .

**One million New Zealanders will have an internationally recognised foundation computer qualification by 2015**

This is a challenge to New Zealanders to make ours the first truly digital country in the world. It's about all of us taking responsibility for our own productivity and taking practical steps to improve it. The Challenge and IC<sup>3</sup> will increase people's confidence in their own ability and encourage a culture of life-long learning to ensure we continue to improve our productivity as a nation.

The Kiwi Computer Challenge provides a way for all of us to step up and make a real difference. It has one clear message with one clear solution that everyone can get behind.

We can achieve this, but it will take people power to do it! People like you, who are prepared to take the first step towards improving your computer skills and becoming more productive.

Once you can see the benefits gained you will be able to tell your friends and family, employers and communities. The more people we can get involved, the more quickly we will reach our goal and have a more productive country that we can all benefit from.

As someone who has met the Kiwi Computer Challenge head on, you will become "one in a million" and can be proud to have done something to help yourself and New Zealand become more prosperous.

Signing up for the Positive Connexions IC<sup>3</sup> certification programme automatically enters you in the Kiwi Computer Challenge.

For more information on the Kiwi Computer Challenge go to -

[www.kiwicomputerchallenge.co.nz](http://www.kiwicomputerchallenge.co.nz)

## **How do I get started?**

There are plenty of ways for you to find out more, or arrange to get started right away.

- Visit our web site – [www.positiveconnexions.co.nz](http://www.positiveconnexions.co.nz)
- Contact your nearest Positive Connexions Learning and Testing Centre – [www.positiveconnexions.co.nz/learning\\_centres.htm](http://www.positiveconnexions.co.nz/learning_centres.htm)
- Call 0800 224 622
- Email [info@positiveconnexions.co.nz](mailto:info@positiveconnexions.co.nz)