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## IC3 - Using an Operating System

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Programme Title:	Internet and Computing Core Certification (IC3)
Module Title:	Using an Operating System
Content Provider:	Computer Press

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### Overview

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Identify what an operating system is and how it works. Be able to manipulate and control the Windows desktop, files and disks. Be able to change system settings and install software.

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### Content Outline

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#### Software Basics

- Identify how data is input into a computer
- Identify how data is transformed from analog to digital
- Identify how users interact with software
- Identify how software applies rules to process data
- Identify how software outputs the result of data processing
- Identify problems in software code (bugs)

#### Types of Software

- Operating systems
  - Word processors
  - Spreadsheet programs
  - Presentation programs
  - Database programs
  - Graphics programs
  - Multimedia programs
  - Electronic mail programs
  - Web browsers
  - Utility programs
  - Specialized personal software
  - Custom mini- or mainframe software
  - Identify software "suites"
  - Problems arising from using the wrong software
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### Certification/Qualifications

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This IC3 module prepares students to sit the IC3 - Computing Fundamentals external assessment. See <http://www.ic3.co.nz/> for more information.

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### Suggested Learning Hours

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Estimated time for completion of the three (3) modules that make up the IC3 - Computing Fundamentals external assessment is eight (8) hours.