

# IC3 Student Log: Module 3 – Living Online

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Student Name: \_\_\_\_\_ Social Studies Period \_\_\_\_\_

## Module 3: Living Online

## Section 1.0: Networks and the Internet

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
	<b>Network Fundamentals</b>						
31101	ID terminology relating to networks and the Internet						
33102	ID how networks work						
33103	ID the role of servers and clients in a network						
33104	ID how clients can connect to a network						
33105	ID benefits of networked computing						
33106	ID the risks of networked computing						
	<b>Networks and the Internet</b>						
31201	ID ways the telephone system is used						
31202	ID that the Internet is a network of smaller networks						
31203	ID that computers get onto the Internet via networks						
31204	ID how computers connect to the Internet						
31205	ID Intranets and Extranets						

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## Section 2.0: Electronic Mail

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
	<b>How E-mail Works</b>						
32101	ID how electronic mail works on a network						
32102	ID how electronic mail works on the Internet						
32103	ID components of an e-mail message						
32104	ID the components of an electronic mail address						
32105	ID when to use different e-mail options						
32106	ID attachments						
	<b>Using E-mail</b>						
32201	Create an e-mail message						
32202	Fill out an e-mail message form correctly						
32203	Attach a file to an e-mail message						
32204	Delete an attachment						
32205	Send mail						
32206	View mail						
32207	Search for mail						
32208	Sort mail						
32209	Move and copy mail to different folders						
32210	Select mail						
32211	Save mail						
32212	Delete mail						
32213	Reply to a mail message						
32214	Reply to all						
32215	Forward to mail message						
32216	Use an address book						
32217	Select mail options						
	<b>Appropriate use of E-mail</b>						
32301	ID the elements of a professional e-mail message						
32302	ID when to include the original message in a reply						
32303	ID issues regarding unsolicited e-mail						
32304	ID the appropriate use of the informal elements						
32305	Problems associated with the widespread use of email						

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## Section 3.0: Using the Internet

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
	<b>Information Sources</b>						
33101	ID mailing lists						
33102	ID bulletin boards/newsgroups						
33103	ID differences between mailing lists and newsgroups						
33104	ID different elements of a Web site						
33105	ID different types of Web sites						
33106	ID online databases						
	<b>Using a Web Browser</b>						
33201	<u>ID the make-up of a Web address</u>						
33202	<u>Specify a URL in a Web browser</u>						
33203	<u>Go to a Web page by using links</u>						
33204	<u>Go to or specify a home page</u>						
33205	<u>Find specific information on a Web site</u>						
33206	<u>Add a Web site to your list of Favorites/Bookmarks</u>						
33207	<u>Manage personal lists of favorite Web sites/Bookmarks</u>						
33208	<u>Save the content of a Web site</u>						
33209	<u>Copy elements of a Web site</u>						
33210	<u>Print a Web page</u>						
	<b>Searching the Internet</b>						
33301	ID how online search engines and indexes work						
33302	ID the difference between different search engines						
33303	Search using specified keywords						
33304	ID effective key words to use in a search						
33305	Search using Boolean search strings						
33306	ID effective Boolean search strategies						
33307	ID how to evaluate the quality of information found						

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**Module 3:** Living Online      **Section 4.0:** The Impact of Computing and the Internet on Society

Section #	Title	Pre Date	Pre Score	Training Date	Test Date	Test Score	Comments
	<b>Computers in Everyday Life</b>						
34101	ID how computers have changed the workplace						
34102	ID the way computers are used in education						
34103	ID how computers are used in the home						
34104	ID the role of computers in everyday activities						
34105	ID the benefits of computers and the Internet						
	<b>Risks of Using Computers</b>						
34201	Protecting computer hardware from theft or damage						
34202	Protecting hardware from power irregularity or outages						
34203	Maintaining a safe working environment						
34204	Proper ergonomics						
34205	Securing your data						
34206	Saving work in progress frequently						
34207	Data backup procedures and strategies						
34208	Proper use of passwords						
34209	ID when information can be considered personal						
34210	Protecting against software threats						
34211	Protecting against unauthorized computer use						
	<b><u>Safety and Legal Issues</u></b>						
34301	Restricting Internet access						
34302	Careful use of passwords						
34303	Careful use of credit card numbers						
34304	Copyright rules for online information						
34305	Protecting your privacy online						
34306	Legal and ethical issues for online information						