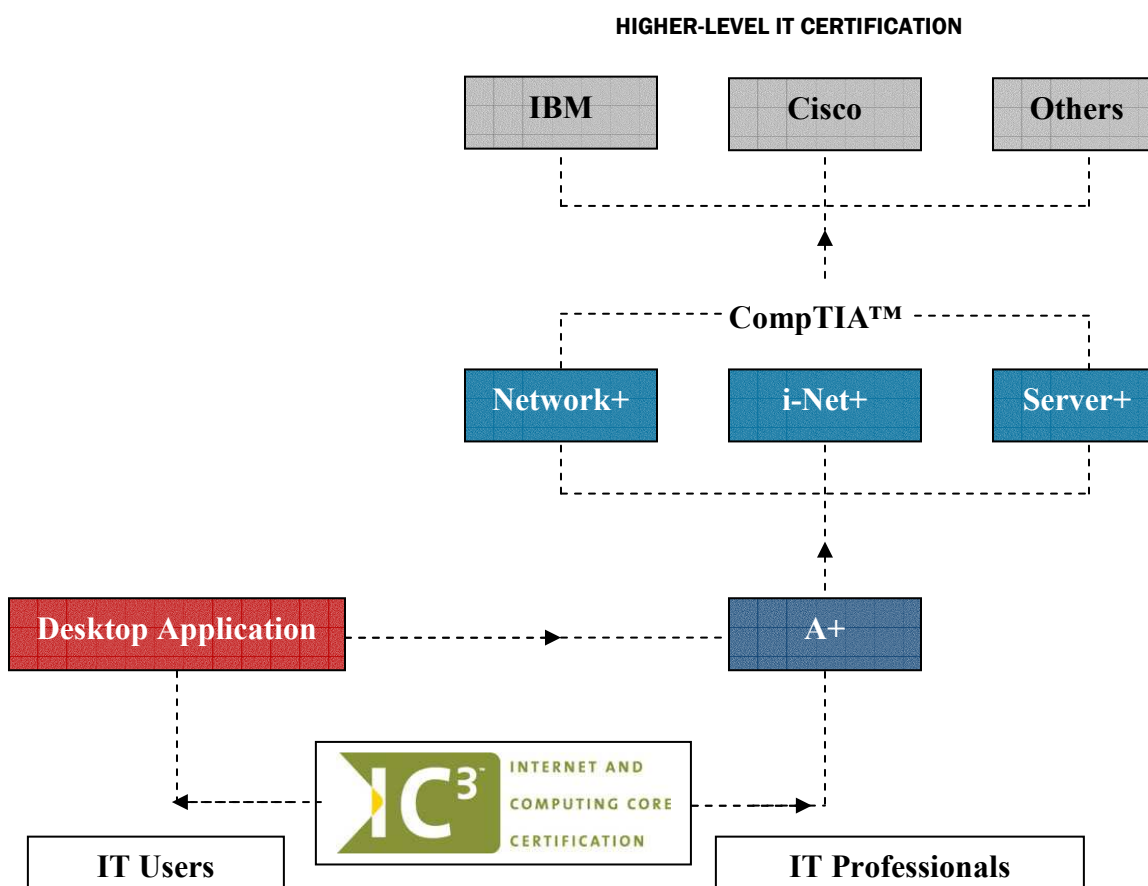




## THE RIGHT TOOLS GIVE YOUR CANDIDATES AN EDGE

### COMPUTER CERTIFICATION ROAD MAP



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

The Internet and Computing Core Certification program is a global, validated, standards-based training and certification program for basic computing and Internet literacy. It provides specific guidelines for the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet.

#### What Makes IC<sup>3</sup> Unique ?

##### Performance and Knowledge-based Testing

The IC<sup>3</sup> exams use the latest testing technologies-notably, the ability to integrate both performance-based and knowledge-based questions into certification exams. This technology provides the fairest, most accurate testing experience possible.



## Foundation for Additional Certification

Once an individual has successfully achieved their IC<sup>3</sup> certification, they are well prepared for career advancement through additional computer certifications. They readily move on to achieve desktop application-specific certifications as well as more advanced technical certification such as CompTIA's™ A+.

## Global Standard

Developed through a collaborative effort that included over 270 subject-matter experts in 19 countries, the IC<sup>3</sup> program combined standards from numerous disciplines, including Government Organization, Computer Industry Associations, Training Providers, Workforce Services, Corporations, and Academia. This standard will continue to remain current through annual reviews by industry experts.

## Professional Validation

Unlike many computer assessments, the IC<sup>3</sup> exams were created under the supervision of professional psychometricians and test developers with experience in the certification industry. This expertise ensures that the program fulfills all of the computer industry's highest standards for test development, integrity, and validity.

## Certiport's Global Services

Certiport offers global certification program through secure and reliable test delivery systems established in thousands of authorized testing centers around the world. Each certification program is also supported by centralized candidate services that ensure consistency of certification results and candidate validation.

## Authenticated, Digital Transcripts

Based on an extensive global candidate database, Certiport provides candidate with personal digital transcripts of their certification program accomplishment. These transcripts can also be viewed online by any individual or company they choose to authorize.

## Industry Approval

IC<sup>3</sup> was recently recognized by the National Skill Standards Board (NSSB), as having met the high professional and technical standards for quality assurance-the first computer certification to do so.

The NSSB is an unprecedented coalition of business, labor, employee, education, and community leaders and civil rights organizations created in 1994. The NSSB has built a voluntary national system of skill standards, assessment and certification system to enhance the ability of U.S citizens to compete effectively in a global economy.

- **INCREASE PLACEMENT OF JOB CANDIDATES.**
- **VALIDATE JOB SEEKERS COMPUTER TRAINING.**
- **ENHANCE CANDIDATES' OPPORTUNITIES FOR SUCCESS.**



Basic computer and Internet skills have become prerequisites for virtually every employment opportunity. While many of the job seekers you advise may recognize this fact, how can you determine how well they utilize technology? How do you help them become better prepared? How do you confidently benchmark their skill levels?

Some people are great at word processing for example, but lose files because they don't understand basic file management. Other confidently surf the Web, but have no idea what "networks" are, or how they work. We can no longer assume that people have basic computer skills simply because of their increased exposure to computers. The fact remains-exposure does not equal understanding.

As the world's first global certification for computer and internet literacy, The internet and Computing Core Certification (IC<sup>3</sup>) solves these problems by providing you with an integrated program that trains and validate candidates' computing knowledge and skills as they prepare to meet the demands of a digital society. IC<sup>3</sup> incorporates training to educate and prepare job seekers with broad, contextual knowledge and practical skills. Then, IC<sup>3</sup> helps them excel in a wired world by certifying their knowledge through globally-recognized certification testing."

### **STRONGER CREDENTIALS EQUALS BETTER EMPLOMENT OPPORTUNITIES.**

In a competitive marketplace, helping job candidates differentiate themselves from the competition is one key to employment success. IC<sup>3</sup> helps you assist job seekers who are:

- Certified as skilled and knowledgeable in a broad range of technology-from computer hardware and software, to operating systems, applications and the internet.
- Motivated enough about their career advancement to seek certification that validates their knowledge and skills.
- Competent with the "soft skills" required for effective use of computer technology.

When job seeker's resumes include the IC<sup>3</sup> credential, employers are assured that these applicants have the knowledge and skills needed to be effective in their assignments.

### **MEASUREMENT THAT'S MEANINGFUL.**

Many job applicants have been exposed to computer in one way or another, and as such claim to be knowledgeable about computers. While they may be able to perform some tasks, how can you adequately determine their true computing knowledge and skills?

With IC<sup>3</sup>, you accurately and confidently measure computing competence to ensure a globally-recognized level of computer literacy. Rather than relying on an applicant's own assertion, IC<sup>3</sup> validates job seekers' computing knowledge and skills by:

- Providing a global, standardized, and unbiased computing measurement criteria.
- Testing in both knowledge and performance-based methods.
- Demonstrating proof of an applicant's computer literacy.



## **BUILD CANDIDATE CONFIDENCE**

Job seekers today realize that an increasing number of jobs require basic computer use and competency-yet their inexperience and fears continue to severely limit the jobs for which they are qualified to apply. IC<sup>3</sup> provides the training necessary to help job seekers overcome their fears by:

- Receiving training on a dynamic digital literacy standard.
- Obtaining a computer-industry recognized certification that builds personal satisfaction by having made such an accomplishment.
- Increasing their willingness to experiment with new technology applications.

Once job seekers have attained their IC<sup>3</sup> certification, they're more confident-more likely to continue increasing their knowledge and skills throughout their careers.

## **WHAT SKILLS DOES IC<sup>3</sup> COVER?**

The IC<sup>3</sup> training and certification program covers a broad range of computing knowledge and skills that proves competency in the areas described below.

### **IC<sup>3</sup> COMPUTING FUNDAMENTALS**

#### **COMPUTER HARDWARE**

- Identify different types of computers, how computers work (process information) and how individual computers fit into larger systems.
- Identify the function of computer hardware components and common problems associated with individual.
- Identify issues relating to computer performance and how it is affected by different components of the computer.
- Identify the factors that go into a decision on how to purchase a computer or select a computer for work, school, or home.

#### **COMPUTER SOFTWARE**

- Identify how software works and how software and hardware work together to perform computing tasks.
- Identify different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category.

#### **USING AN OPERATION SYSTEM**

- 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.



## **IC<sup>3</sup> KEY APPLICATION**

### **COMMON PROGRAM FUNCTIONS**

- Be able to start and exit a windows application and utilize sources of online help.
- Identify common on-screen elements of Windows applications, change application settings, and manage files within an application.
- Perform common editing (cut, copy, paste, spell check, etc.) and formatting (fonts, margins, tabs, etc.) functions.
- Perform common printing functions.

### **WORD PROCESSING FUNCTIONS**

- Be able to format text and documents including the ability to use automatic formatting tools.
- Be able to add tables and graphics to a document.

### **SPREADSHEET FUNCTIONS**

- Be able to modify worksheet data and structure.
- Be able to sort data and manipulate data using formulas and functions.
- Be able to format a worksheet.
- Be able to add pictures and charts to a worksheet.

## **IC<sup>3</sup> LIVING ONLINE**

### **NETWORKS & THE INTERNET**

- Identify network fundamentals and the benefits and risks of network computing.
- Identify the relationship between computer networks, other communications networks (like the telephone network) and the internet.

### **ELECTRONIC MAIL**

- Identify how electronic mail works.
- Identify how to use an electronic mail application.
- Identify the appropriate use of e-mail and e-mail related “etiquette”

### **USING THE INTERNET**

- Identify different types of information sources on the internet.
- Be able to use a Web browsing application.
- Be able to search the internet for information.



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## **THE IMPACT OF COMPUTING & THE INTERNET ON SOCIETY**

- Identify how computers are used in different areas of work, school, and home.
- Identify the risks of using computer hardware and software.
- Identify how to use the internet safely and legally.