

# FREQUENTLY ASKED QUESTIONS

## For IC<sup>3</sup> certification



### Q WHAT ARE THE BENEFITS OF IC<sup>3</sup>?

A IC<sup>3</sup> offers certification candidates the opportunity to learn and demonstrate computer and Internet literacy through a worldwide industry standard that accurately validates skills and productivity in the workplace.

Successful completion of IC<sup>3</sup>:

- Ensures candidates possess essential skills to conduct business effectively
- Qualifies candidates for college credit through the American Council on Education (ACE)
- Develops confidence and security in being part of today's "digital world"
- Provides a necessary foundation to further enhance productivity and marketability with other application-specific certifications

### Q WHAT DOES IT TAKE TO BECOME IC<sup>3</sup> CERTIFIED?

A To become IC<sup>3</sup> certified, candidates need to pass three exams (Computing Fundamentals, Key Applications, and Living Online) that test computer knowledge and skills through knowledge-based questions and performance-based tasks. Each exam takes less than an hour to complete and may be taken at any IC<sup>3</sup> Authorized Testing Center.

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

A 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. Individuals seeking IC<sup>3</sup> certification are required to take and pass all three IC<sup>3</sup> exams: Computing Fundamentals, Key Applications, and Living Online.

#### **IC<sup>3</sup> - Computing Fundamentals**

*Computer Hardware*  
*Computer Software*  
*Using an Operating System*

#### **IC<sup>3</sup> - Key Applications**

*Common Program Functions*  
*Word Processing Functions*  
*Spreadsheet Functions*

#### **IC<sup>3</sup> - Living Online**

*Networks and the Internet*  
*Electronic Mail*  
*Using the Internet*  
*The Impact of Computing and the Internet on Society*

### Q WHAT SETS IC<sup>3</sup> CANDIDATES APART FROM THEIR PEERS?

A Computers are a part of nearly every academic discipline and almost every job. In fact, in both academia and the workplace, basic skills in computer and Internet use are considered prerequisites to acceptance or employment. As a result, the need for a standard for measuring basic computer literacy has become increasingly apparent. IC<sup>3</sup> addresses this market need and sets IC<sup>3</sup> candidates apart from their peers by providing them with a global certification as validation for these computing credentials.