There was a time when Reading, Writing, and Arithmetic were the foundation for success. Now, with the fast-paced evolution of technology, the Three C’s—Communicating, Calculating, and Computing—have become the keystones for functioning successfully in today’s business environment. IC³ certification ensures employees have the basic computing knowledge and skills required to effectively use computer hardware, software, networks, and the Internet in today’s business world.

IC³—the Standard
The IC³ standard is the product of vision, commitment, and excellence. Introduced by Certiport in 2001, IC³ was developed with input from more than 270 subject matter experts (SMEs) from 18 countries around the world. These SMEs are the leading authorities in their fields and are associated with the some of the world’s premier academic, training, and professional organizations. Their involvement brings a level of credibility that is unmatched. Through this unique system of input, IC³ has become recognized and respected as the global standard in digital literacy.

Global Digital Literacy Council
The world doesn’t stand still and neither does IC³. The IC³ standard is reviewed and updated by the Global Digital Literacy Council (GDLC). The GDLC is an international advisory body and authoritative voice on issues driving the development and implementation of global digital literacy standards and systems. GDLC reviews the IC³ standard and recommends changes and updates to keep the standard current and relevant to technology. GDLC board members are experts in the field of digital literacy, and their oversight ensures that IC³ reflects the most current and relevant advances and changes in technology.

No other digital literacy certification program has the involvement and support that IC³ has, and no other certification program provides the benefits and opportunities that IC³ does.
What skills does IC³ cover?

The IC³ training and certification program incorporates the latest testing technologies in both knowledge and performance-based questions to prove computing competency in the areas described below:

**COMPUTING FUNDAMENTALS**

**SOFTWARE**
- Know what computers are and what they do
- Identify the role of computer hardware and software
- Identify how software is purchased and used
- Identify how to change system settings, restart and remotely access a system

**HARDWARE**
- Identify types of computer hardware and how they work
- Identify how software and hardware work together
- Use computers to accomplish tasks
- Identify common on-screen elements of Windows applications, change application setup and manage files within an application

**OPERATING SYSTEM**
- Identify how operating system software controls the computer and hardware
- Identify the function of computer hardware components
- Identify the factors that go into an individual or organizational decision on how to purchase computer equipment
- Identify how to make a decision on how to purchase computer equipment
- Identify network fundamentals and the benefits and risks of network computing
- Identify the relationship between computer network(s) and other communications networks (like the telephone network) and the Internet

**PRESENTATION SOFTWARE**
- Be able to create and format simple presentations

**SHEET**
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

**LIVING ONLINE**

**NETWORKS AND THE INTERNET**
- Identify network fundamentals, the benefits and risks of network computing
- Identify the appropriate use of email and e-mail related “netiquette”
- Identify the relationship between computer network(s) and 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 how to use email safely, legally and responsibly

**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

**THE IMPACT OF COMPUTING AND 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 computers and the Internet safely, legally and responsibly

**COMPUTER PROGRAM FUNCTIONS**
- Be able to start and exit a Windows application and use sources of online help
- Identify common on-screen elements of Windows applications, change application setup and manage files within an application

**WORDPROCESSING FUNCTIONS**
- Be able to insert, edit and format tables in a document

**SPREADSHEET FUNCTIONS**
- Be able to format text and documents including the ability to use automatic formatting tools

**IC³ KEY APPLICATIONS**
- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet
- Be able to start and exit a Windows application and use sources of online help
- Identify common on-screen elements of Windows applications, change application setup and manage files within an application

**COMPUTER PROGRAM FUNCTIONS**
- Be able to start and exit a Windows application and use sources of online help
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**What are the benefits of IC³ for employers?**

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<td>SIMPLIFIED HIRING</td>
<td>Globally accepted skills standards provide objective evaluation of potential employees and simplify the screening and selection process.</td>
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<td>EMPLOYEE RETENTION</td>
<td>Company-sponsored skills certification programs develop employee confidence and promote an atmosphere of loyalty and allegiance.</td>
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<td>PERSONNEL DEVELOPMENT</td>
<td>State-of-the-art certifications and computer trainings demonstrate company commitment to employee productivity and personnel development.</td>
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<td>COLLEGE CREDIT</td>
<td>A credit recommendation from the American Council on Education (ACE) qualifies candidates to receive college credit at ACE member institutions for IC³ certification.</td>
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<td>ONLINE DIGITAL TRANSCRIPTS</td>
<td>Online Digital Transcripts permit candidates to showcase their certification skills wherever the opportunity presents itself, be it locally, nationally, or internationally. Digital Transcripts are fraud-proof and easy to share.</td>
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<td>EMPLOYER-ORIENTED HR</td>
<td>IC³ offers employers proof of employee skills and competence in today’s demanding economic climate. Offering an IC³ training and certification program to employees and job candidates to become computer certified provides:</td>
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|                                                                         | • Enhanced training offerings  
|                                                                         | • Integrated solutions that directly improve job skills  
|                                                                         | As an IC³ Testing Center, your company has the freedom and convenience to deliver certification exams in your own on-site lab. Ease and accessibility can be a tremendous advantage in motivating employees and job candidates to pursue IC³ certification by more effectively addressing their schedule and location needs. For more information on how your institution can become an IC³ Authorized Testing Center, please visit www.certiport.com/becomeACenter. |

**What are the benefits of IC³ to employees?**

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<td>GLOBAL RECOGNITION</td>
<td>Certification from a trusted name in the establishment of digital literacy standards adds a globally recognized credential to candidates’ resumes.</td>
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<td>INCREASED CONFIDENCE</td>
<td>A solid mastery of desktop programs, Internet usage, and basic troubleshooting give candidates the added assurance that they have the skills to succeed in today’s “digital workplace.”</td>
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