Certiport, Inc.

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Established in 1997, Certiport is a pioneer in validating fundamental computer skills and knowledge through performance-based testing leading to certification. Our certifications add value and credibility to any resume. As the creator and worldwide distributor of the Microsoft Office Specialist program, Certiport is responsible for the development, marketing, and administration of certification programs for the Microsoft Office suite of products. Certiport also offers the Internet and Computing Core Certification (IC3), which validates basic knowledge and ability to use computer hardware, software, and the Internet productively, and the Adobe ACA program, which is a world leading certification program in the Creative Media arena.

Headquartered in American Fork, Utah, Certiport delivers over a million exams every year in 128 countries and 26 languages through more than 12,000 Certiport Centers worldwide.

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URL:	http://www.certiport.com

IC3/ GS3 Key Applications

ACE Number:	CPRT-0038
Credit Type:	Exam

Version 2

Exam Number:	IC3KeyApps2003
Exam Title:	IC3/ GS3 Key Applications
Location:	Certiport, Inc.
Length:	50 minutes,
Version Dates:	12/01/2011 - Present
Description:	This examination is one of three Internet and Computing Core Certification (IC3) Global Standard 3 examinations required for IC3 certification. This exam evaluates examinee proficiency in computer applications, including a word processor, spreadsheet and presentation program and the common features of different applications. The 50-minute exam consists of 45 questions that include standard selected response test items (multiple-choice, multiple-response and matching) and performance-based test items (using interactive simulation test items).
Skills Measured:	Approximate percentage of examination by content area: 48% Domain 1.0 Common Program Functions: 1.1 Be able to start and exit an application, identify and modify interface elements and utilize sources of online help; 1.2 Perform common file-management functions; 1.3 Perform common editing and formatting functions; 1.4 Perform common printing/outputting functions. 21% Domain 2.0 Word Processing Functions: 2.1 Be able to format text and documents including the ability to use automatic formatting tools; 2.2 Be able to use word-processing tools to automate processes such as document review, security and collaboration.
	21% Domain 3.0 Spreadsheet Features: 3.1 Be able to modify worksheet data, structure and formatting; 3.2 Be able to sort data, manipulate data using formulas and functions and create simple charts.
	10% Domain 4.0 Communicating with Presentation Software: 4.1 Be able to create and format simple presentations.
Credit Recommendation:	In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications (12/11).

Version 1

Exam Number:	IC3KeyApps2003
Exam Title:	IC3/ GS3 Key Applications
Location:	Certiport, Inc.
Length:	1 hour
Version Dates:	07/01/2001 - 11/30/2011

Description:	This examination is one of three IC3 examinations required for IC3 certification. The exam measures knowledge and skills in three areas of using computer applications: understanding common features of computer applications, knowledge and skills in using a word processor and knowledge and skills in using a spreadsheet application. The 45-minute exam consists of 44 questions that include multiple-choice, multiple-response, matching) and performance-based test items.
Skills Measured:	42% Common Program Functions: 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; and perform common editing and formatting functions; and common printing functions. 19% Word Processing Features: Format text and documents including the ability to use automatic formatting tools and add tables and graphics to a document. 39% Spreadsheet Features: Sort data and manipulate data using formulas and functions; modify worksheet data and structure; format a worksheet; and add pictures and charts to a worksheet.
Credit Recommendation:	In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications, information technology, or computer information systems. Note: IC3 2003 Computing Fundamentals and IC3 2003 Living Online must also be successfully completed to qualify for the credit recommendation. (1/09).

IC3/GS3 Computing Fundamentals

ACE Number:	CPRT-0037
Credit Type:	Exam

Version 2

Exam Number:	IC3GS3CompFund
Exam Title:	IC3/GS3 Computing Fundamentals
Location:	Certiport, Inc.
Length:	50 minutes,
Version Dates:	12/01/2011 - Present
Description:	This examination is one of three Internet and Computing Core Certification (IC^3) Global Standard 3 examinations required for IC^{3}certification. This exam measures examinee knowledge of computer hardware, software, and basic operating system skills. The 50-minute exam consists of 45 questions that include standard selected response test items (multiple-choice, multiple-response and matching) and performance-based test items (using interactive simulation test items).
Skills Measured:	Approximate percentage of examination by content area: 29% Domain 1: Computer Hardware, Peripherals and Troubleshooting: 1.1 Identify types of computers, how they process information, and the purpose and function of different hardware components; 1.2 Identify how to maintain computer equipment and solve common problems relating to computer hardware. 28% Domain 2.0 Computer Software: 2.1 Identify how software and hardware work together to perform computing tasks and how software is distributed and upgraded; 2.2 Identify different types of application software and general concepts relating to application software categories; 43% Domain 3.0 Using an Operating System: 3.1 Identify what an operating system is and how it works, and solves common problems related to operating systems; 3.2 Use an operating system to manipulate a computer's desktop, files and disks; 3.3 Identify how to change system settings, install and remove software.
Credit Recommendation:	In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications (12/11).

Version 1

Exam Number:	IC3GS3CompFund
Exam Title:	IC3/GS3 Computing Fundamentals
Location:	Certiport, Inc.
Length:	1 hour
Version Dates:	06/01/2008 - 11/30/2011
Description:	This examination is one of three IC3 examinations required for IC3 certification. The exam measures knowledge and skills in three areas of computing: computer hardware, computer software and use of an operating system. The 45-minute exam consists of 45 questions that include multiple-choice, multiple-response, matching, and performance-based test items.

Skills Measured:	43% 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 components; identify issues relating to computer performance and how it is affected by different components of the computer; and identify the factors that go into a decision on how to purchase a computer or select a computer for work or school 22% Computer Software: Identify how software works and how software and hardware work together to perform computing tasks and different types of software, the tasks for which each type of software is most suited, and the popular programs in each software category. 35% Using an Operating System: Identify what an operating system is and how it works; manipulate and control the Windows desktop, files and disks; and change system settings and install software.
Credit Recommendation:	In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications, information technology, or computer information systems. Note: IC3 2003 Living Online and IC3 2003 Key Applications must also be successfully completed to qualify for the credit recommendation. (1/09).

IC3/GS3 Living Online

ACE Number:	CPRT-0039
Credit Type:	Exam

Version 2

Exam Number:	IC3GS3LivOnline
Exam Title:	IC3/GS3 Living Online
Location:	Certiport, Inc.
Length:	50 minutes,
Version Dates:	12/01/2011 - Present
Description:	This examination is one of three Internet and Computing Core Certification (IC3) Global Standard 3 examinations required for IC3 certification. This exam measures basic skills in using networks, electronic mail, the Internet, and Web browsing software as well as an understanding of how computers and the Internet affect society. The 50-minute exam consists of 45 questions that include standard selected response test items (multiple-choice, multiple-response and matching) and performance-based test items (using interactive simulation test items).
Skills Measured:	Approximate percentage of examination by content area: 11% Communication Networks and the Internet: 1.1 Identify network fundamentals and the benefits and risks of network computing. 40% Electronic Communication and Collaboration: 2.1 Identify different types of electronic communication/collaboration and how they work; 2.2 Identify how to use an electronic mail application; 2.3 Identify the appropriate use of different types of communication/collaboration tools and the "rules of the road" regarding online communication ("netiquette").
	25% Using the Internet and the World Wide Web: 3.1 Identity information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application; 3.2 Understand how content is created, located and evaluated on the World Wide Web.
	24% The Impact of Computing and the Internet on Society: 4.1 Identify how computers are used in different areas of work, school and home; 4.2 Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally.
Credit Recommendation:	In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications (12/11).

Version 1

Exam Number:	IC3GS3LivOnline
Exam Title:	IC3/GS3 Living Online
Location:	Certiport, Inc.
Length:	1 hour
Version Dates:	07/01/2001 - 11/30/2011
Description:	This examination is one of three IC3 examinations required for IC3 certification. The exam measures knowledge and skills in four areas of networks and the Internet, electronic mail, the Internet, and the impact of computing and the Internet on society. The 45-minute exam consists of 45 questions that include multiple-choice, multiple-response, matching, and performance-based test items.

Skills Measured:
16% Networks and the Internet: Identify network fundamentals and the benefits and risks of network computing and the relationship between computer networks, other communications networks and the Internet 30% Electronic Mail: Identify how electronic mail works, how to use an electronic mail application, and the appropriate use of e-mail and e-mail related "netiquette". 27% Using the Internet: Identify different types of information sources on the Internet; use a Web browsing application; and search the Internet for information. 27% The Impact of Computing and the Internet on Society: Identify how computers are used in different areas of work, school and home, the risks of using computer hardware and software, and how to use the Internet safely and legally.

Credit Recommendation:
In the lower-division baccalaureate/associate degree category, 1 semester hour in computer applications, information technology, or computer information systems. Note: IC3 2003 Computing Fundamentals and IC3 2003 Key Applications must also be successfully completed to qualify for the credit recommendation. (1/09).