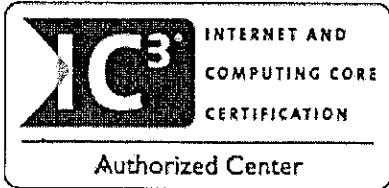




MANCHESTER COMMUNITY RESOURCE CENTER, Inc  
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*MCRC/On-Track Training is now an Authorized Testing Center for:*  
**IC<sup>3</sup> Internet and Computing Core Certification**

IC<sup>3</sup>, or the Internet and Computing Core Certification program, is a global training and certification program providing proof to the world that you are:

- Equipped with the needed computer skills to excel in a digital world.
- Capable of using a broad range of computer technology - from basic hardware and software, to operating systems, applications and the Internet.
- Ready for the work employers, colleges and universities want to throw your way.
- Positioned to advance your career through additional computer certifications such as CompTIA's A+, and other desktop application exams.

**SYNOPSIS**

The IC<sup>3</sup> Certification is designed for users that are either new to computing or desire to have the fundamental technical capability required to do clerical and office specialty based work. 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:

1. **Computing Fundamentals Exam**
2. **Key Applications Exam**
3. **Living Online Exam**

**MCRC/On-Track Training's new (IC<sup>3</sup>) Internet and Computing Core Certification Class will train you in the required computer skills and help you prepare for the Exam!**

Our 54-hour, nine-week class meets for 6 hours a week and our Certiport Authorized Instructors will teach you the skills needed, in a relaxed learning environment with demonstration-based presentation methods-no technical manuals! The course includes skills training, practice, exam preparation, practice exams, and test-taking tips.

***...and because MCRC is an Authorized Testing Center, you will take your IC<sup>3</sup> Certification Exam at our site and receive your scores the same day!***

<p><b>Course Tuition: \$650.00</b>          (Includes Certification Exam Vouchers &amp; Proctor Fee!)</p>	<p><b>Exam Fee (Without Course): \$159.00</b>          (Certification Exam Vouchers-\$99.00 &amp; Proctor Fee-\$60.00)  <i>Ask about Discount Exam Vouchers...Save \$32.00!</i></p>
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MCRC is licensed by the NH Postsecondary Education Commission as a Career Training School and an approved training provider for NH Employment Program, Workforce Investment Act, and NH Vocational Rehabilitation.

## *Requirements for IC<sup>3</sup> Certification:*

### **1. Computing Fundamentals**

#### Computer Hardware:

- Identify types of computers, how they process information and how individual computers interact with other computing systems and devices
- 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 maintain computer equipment and solve common problems relating to computer hardware

#### Computer Software:

- Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded
- Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited
- Identify fundamental concepts relating to database applications

#### Using an Operating System:

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Manipulate and control the Windows desktop, files and disks
- Identify how to change system settings, install and remove software

### **2. Key Applications**

#### 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 and formatting 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 insert, edit and format tables in a document

#### Spreadsheet Functions:

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

#### Presentation Software:

- Be able to create and format simple presentations

### 3. Living Online

#### Networks and 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 "netiquette"

#### Using 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 the Internet safely, legally, and responsibly

***Don't have the above knowledge & skills? Take our course!***

**To learn more about IC3 Certification visit:**

**<http://info.certipoint.com/yourPersonalPath/ic3Certification/demoPage.asp>**

***For a Presentation & Some Sample Exam Questions!***

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