



Students may challenge Introduction to Computers (CAP 101) by taking and passing the three Internet and Computing Core Certification (IC<sup>3</sup>) Tests: *Computing Fundamentals, Living Online, and Key Applications.*

Each of the three individual tests costs \$35.00 (\$105.00 for the series). Unlimited retakes are available at \$35.00 for each exam. You must pay for the tests at the Cashier in the College Services Building or by calling 360-752-8311; at the Campus Store; or Campus Store Online before taking the IC<sup>3</sup>.

The IC<sup>3</sup> Practice Test is available for \$10.00, payable at the BTC Cashier, Campus Store or Campus Store Online, and is highly recommended before taking the IC<sup>3</sup> Challenge Test. One practice test is allowed per student. The BTC Library also has study aids; call 360-752-8383 for details.

**BTC's mission is to deliver superior professional technical education for today's needs and tomorrow's**

### Follow these easy steps to complete the IC<sup>3</sup> Challenge Process:

1. Pay for the test at the Cashier in College Services or by calling 360-752-8311; at the Campus Store or at the Campus Store Online. Proof of payment required at time of testing.
2. Go to H4 during walk-in test times. Be sure to arrive 2.5 hours before closing for time to finish all tests. Walk-in testing is Mondays 9:00 am to 8:00 pm and Tuesdays through Fridays 9:00 am to 5:00 pm.
3. Pass all IC<sup>3</sup> tests with a minimum score of 650 on Computing Fundamentals, 620 on Living Online and a 720 on Key Applications (2013 test).

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354/TTY.



## Challenge the CAP 101 Intro to Computers class!



Global Standard 4 (GS4)

Internet and  
Computing Core  
Certification

The IC<sup>3</sup> certification program covers a broad range of computing knowledge and skills that prove competency in:

- Computing Fundamentals
- Key Applications
- Living Online

## IC<sup>3</sup> 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

## IC<sup>3</sup> 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

To learn more about the IC<sup>3</sup> Exams visit the Certiport web site at [www.certiport.com](http://www.certiport.com)

## IC<sup>3</sup> 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:

- 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 the Internet safely, legally, and responsibly

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