



Demand for computer and database professionals is expected to increase much faster than all other occupations (37%) through 2016. Fueling this demand is the growth of information networking, the expansion of client-server environments, and the need for computer specialists to use their knowledge and skills in a problem-solving capacity.

(Source: Bureau of Labor Statistics)



Computing Fundamentals

The IC3 Digital Literacy Certification is comprised of three individual examinations:

- Computing Fundamentals
- Key Applications
- Living Online

The Computing Fundamentals examination covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology.

OBJECTIVES

Computer Hardware, Peripherals and Troubleshooting.

To get the most from computer technology, you need to know what technology exists, how it works, and what component parts work with it. This domain explores the various computers available today, their components and peripherals, including input-output devices such as printers, cameras, scanners and game controllers. You'll also learn how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems.

- Identify types of computers, how they process information, and the purpose and function of different hardware components
- Identify how to maintain computer equipment and solve common problems relating to computer hardware



Sample question:

"Restore the default Folder Options General Settings"

Computer Software.

Software turns a computer into a powerful tool for creating, finding, organizing, and communicating information. This domain examines how software and hardware work together to perform computing tasks and how software is developed and upgraded. You'll identify different types of software and explore the fundamental concepts relating to popular applications, such as word processing, spreadsheets, presentation software, databases, graphic and multimedia programs, and many others.

- Identify how software and hardware work together to perform computing tasks and how software is distributed and upgraded
- Identify different types of application software and general concepts relating to application software categories

Using an Operating System.

A computer's operating system controls the flow of information and performs most of the background work. In this domain, you'll examine what an operating system is, how it works, and how to manage it. You'll learn how to manipulate windows, folders, files and shortcuts; install, uninstall and run applications; and solve common problems. Also covered is a discussion of the most popular operating systems (e.g., Windows, Macintosh OS, Linux, etc.) and their capabilities.

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Use an operating system to manipulate a computer's desktop, files and disks
- Identify how to change system settings, install and remove software

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