



Certiport prepares individuals with current and relevant digital skills and credentials for the competitive global workforce. These solutions include the Internet and Computing Core Certification (IC³), Microsoft® Office Specialist, Microsoft® Business Certification, and Adobe Certified Associate programs, delivered by Blue Ridge Community and Technical College as a Certiport Testing Center.

The following certification exams are available through Certiport.

INDUSTRY CERTIFICATION	ACRONYM	EXAM
Internet and Computer Core Certification	IC ³	Computing Fundamentals Key Applications Living Online
Microsoft® Certified Application Specialist	MCAS	Microsoft® Office Word® 2007 Microsoft® Office Excel® 2007 Microsoft® Office PowerPoint® 2007 Microsoft® Office Outlook® 2007 Microsoft® Office Access® 2007 Windows Vista® for the Business Worker
Adobe® Certified Associate		Web Communication using Dreamweaver® Rich Media Communication using Adobe® Flash® Visual Communication using Photoshop®

Instructions for individuals wishing to obtain certifications:

1. Obtain a voucher either from www.certiport.com or by contacting the Division of Business and Technology at certipor@BlueRidgeCTC.edu or (304)260-4380 X 2320. (A \$5 Service Fee * is applied to any voucher order through Blue Ridge CTC.)
2. Contact the Division of Business and Technology (information provided above) to schedule a test.
3. On the day of the scheduled exam, bring two forms of identification and your exam voucher number to room B20 on the main campus in Martinsburg. A \$10 Proctor Fee * will be assessed before beginning the exam. Cash or checks made out to Blue Ridge CTC are accepted.



Certiport's Internet and Computing Core Certification (IC³®) is the ideal certification for anyone that wants to demonstrate critical computer and Internet skills valued in today's academic and professional environments. Because digital literacy is vital to the success in both of these endeavors, IC³ is the perfect credential for both traditional and non-traditional students as well as employees.

Some of the prime candidates for the IC³ digital literacy program include:

- Employers looking to validate skills
- Workforce members seeking professional development
- College and University students
- Community and technical college students
- Job Corps and other vocational participants
- Continuing education students
- GED students
- High school students
- Teachers
- Everyone seeking to gain a working knowledge of computers and the Internet



Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft® certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft® certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft® Certified Application Specialist certifications are primarily for office workers who use Microsoft® Office programs as a vital part of their job functions. These certifications cover the entire Microsoft® Office Suite, encompassing: Word® 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access® 2007, as well as Windows Vista®.



The classic dilemma for students entering the workforce with little or no experience is convincing employers they are capable of doing the job.

Talented students now have an effective credibility-building tool they can add to their resumés: Adobe® Certified Associate. For those seeking employment that requires demonstrating the ability to use digital media needed to plan, design, build, and maintain effective communications, Adobe Certified Associate is a certification program that validates the skills of job seekers.

In an increasingly competitive work world, employers need more than familiar users of digital communications technology to drive successful business outcomes—they need proficient users. With certification, hiring managers will know that work similar to the excellent portfolio they just reviewed can be accomplished efficiently. Employment using digital communications skills is growing worldwide. Whether it's a career in graphic design, Web marketing, video production, or more, becoming an Adobe Certified Associate will help give you the inside track to work in these exciting new fields.

*The Service Fee and Proctor Fee assessment is effective beginning July 1, 2009.

Information regarding industry certifications, including text and logos, was retrieved from the Certiport website at <http://www.certiport.com>.

For additional information regarding these certifications, please visit the following websites:
<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=229&roleid=102&nocache=51538>
<http://www.microsoft.com/learning/default.aspx>
<http://www.adobe.com/training/>

For additional information regarding testing schedules or requirements, email questions to certiport@BlueRidgeCTC.edu.