

PC Passport with Microsoft

Level	Examples	Required Certifications					
Advanced	<p>Advanced is recommended for power users of Word or Excel who require complete knowledge of either or both for their studies or employment. It is relevant to students or members of the community who wish to demonstrate that they have the highest level of skills. Internet and presentation skills are included for those who have not gained this knowledge previously. Access is included to provide a demonstration of a complete and rounded ability.</p>	IC³ Living Online	Word Expert	Excel Expert	PowerPoint Core	Access Core	 
Intermediate	<p>Intermediate is recommended for regular users of Word, Excel or PowerPoint requiring detailed knowledge. It is relevant to students or members of the community who wish to be able to use specific Office applications proficiently. Internet skills are included for those who have not gained this knowledge previously.</p>	IC³ Living Online	Word Core	Excel Core	PowerPoint Core		 
Beginner	<p>Beginner is recommended for anyone wishing to gain computing and internet literacy, and to take the first step towards Intermediate and Advanced levels. It is relevant to students or members of the community who wish to be able to use the basics of the Internet and Microsoft Office applications with confidence.</p>	IC³ Living Online	IC³ Key Applications				



Microsoft PC Passport with Microsoft

The SQA's PC Passport scheme harnesses IC3 and Microsoft Office Specialist certification in order to deliver the qualifications to students in Scotland. This partnership will play a crucial role in educating students in Scotland, equipping them with a certified qualification verifying competence and understanding of Microsoft Office and the Internet.



IC3

The Internet and Computing Core Certification (IC3) is the ideal starting point for learning about the internet and computer basics. IC3 was developed over a two year period and included 270 subject matter experts in 19 countries and is endorsed by CompTIA, the world's largest independent certification body.

IC3 is the ideal course to begin learning about how to use computers, how to utilise the main applications such as Word and Excel as well as gaining an understanding about how the internet operates and impacts upon society.

IC3 demonstrates to potential employers that candidates have the necessary computing knowledge and skills to survive in today's digital economy.

IC3 is a globally recognised qualification that is recognised by Microsoft as the best foundation to becoming Microsoft Office Specialist certified.



Microsoft Office Specialist

Over 90% of schools, colleges, universities and academic institutions around the world use Microsoft Office. The Microsoft Office Specialist Certificate demonstrates competency and understanding of the Microsoft Office package and is recognised around the world.

Microsoft Office Specialist is Microsoft's only official desktop certification programme.

Becoming Microsoft Office Specialist is available in Core and Expert level for Word and Excel and Core Level in PowerPoint, Access and Outlook and each application is examined and certified in its own right, which focuses students on each application.



SCOTTISH
QUALIFICATIONS
AUTHORITY

Microsoft®