IC3 Digital Literacy Certification

CERTIPORT
A PEARSON VUE BUSINESS

IC3 GS6 Level 1

Objective Domains

1. Technology Basics

1.1   Access and navigate between digital environments
- 1.1.1   Recognize operating system terms and concepts
- 1.1.2   Explain basic functions of web browsers
- 1.1.3   Explain processes and requirements for accessing digital environments
- 1.1.4   Explain methods of navigating between digital environments

1.2   Identify digital devices and connections
- 1.2.1   Identify input devices
- 1.2.2   Identify output devices
- 1.2.3   Identify cables, connectors, and connections

1.3   Explain fundamental software concepts
- 1.3.1   Explain basic software application concepts
- 1.3.2   Compare and contrast proprietary and open source software
- 1.3.3   Describe processes for installing software from online sources

1.4   Explain fundamental hardware concepts
- 1.4.1   Describe concepts related to computing devices
- 1.4.2   Describe concepts related to memory
- 1.4.3   Describe concepts related to data storage

1.5   Explain fundamental operating system concepts
- 1.5.1   Compare and contrast features of mobile device operating systems
- 1.5.2   Compare and contrast features of computer operating systems

1.6   Explain fundamental networking concepts
- 1.6.1   Describe network connectivity concepts
- 1.6.2   Describe online connectivity concepts
- 1.6.3   Compare and contrast network and connection types
- 1.6.4   Describe networking infrastructure
- 1.6.5   Identify whether a device is connected
- 1.6.6   Describe basic network troubleshooting techniques

2. Digital Citizenship

2.1   Create and manage a digital identity
- 2.1.1   Explain how to manage personal data online
- 2.1.2   Explain how to manage personally identifiable information
- 2.1.3   Explain how to maintain digital privacy and security

2.2   Cultivate, manage, and protect your digital reputation
- 2.2.1   Recognize the permanence of actions in the digital world
- 2.2.2   Recognize legal and ethical behavior when using technology

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2.3 Respond to inappropriate digital behavior and content

2.3.1 Explain the impact of negative digital communication

2.3.2 Assess the validity of online information

2.3.3 Explain the importance of online anonymity

2.3.4 Explain the value of nonresponse to negative communication

3. Information Management

3.1 Use and refine criteria for online searches

3.1.1 Define the information required to complete a given task

3.1.2 Distinguish between relevant and irrelevant search results

3.1.3 Collect and retain source reference information for search and research results

3.2 Understand methods for searching within digital content

3.2.1 Explain features that enable you to locate information in a file

3.2.2 Explain features that enable you to locate information on a webpage

3.3 Understand copyright and licensing restrictions for digital content

3.3.1 Explain the basics of public domain content

3.3.2 Explain the basics of Creative Commons content

4. Content Creation

4.1 Create basic documents and presentations

4.1.1 Display proficiency in creating basic documents

4.1.2 Display proficiency in creating basic presentations

4.2 Understand accepted referencing and attribution practices

4.2.1 Define referencing and attribution

4.2.2 Explain the purpose of referencing and attribution

4.2.3 Locate online referencing and attribution sources

4.2.4 Implement appropriate online citations in a given document

4.3 Save and back up work

4.3.1 Determine how, when and where to back up data in a typical digital work setting

4.3.2 Implement file management principles and naming conventions

4.4 Understand fundamental printing concepts

4.4.1 Describe portrait vs landscape orientation

4.4.2 Describe double-sided printing

4.4.3 Explain common print settings

4.4.4 Explain printing methods

5. Communication

5.1 Express yourself through digital means

5.1.1 Know where you can post or share in the digital world

5.1.2 Be aware of platform-specific guidelines for posting and sharing

5.1.3 Understand and follow acceptable use policies for posting and sharing

5.2   Interact with others in a digital environment

5.2.1   Implement digital interactions in a given digital technology

5.2.2   Differentiate between effective and ineffective digital interaction methods

5.2.3   Demonstrate the use of inclusive language

5.2.4   Differentiate among email response options

6.   Collaboration

6.1   Identify digital collaboration concepts

6.1.1   Identify the benefits of digital collaboration

6.1.2   Define synchronous and asynchronous communications

6.1.3   Identify methods to review work and provide feedback to peers

6.2   Identify digital etiquette standards for collaborative processes

6.2.1   For written digital collaboration

6.2.2   For visual digital collaboration

7.   Safety and Security

7.1   Describe digital security threats

7.2   Protect devices and digital content

7.2.1   Identify features of secure passwords

7.2.2   Identify when and how to reset a password

7.2.3   Identify when and how to lock a device

7.2.4   Explain how to clear saved browser settings

7.3   Be aware of data-collection technology

7.3.1   Describe how navigation tracking works

7.3.2   Describe security concerns related to navigation tracking

7.3.3   Describe security concerns related to storing information on a device

7.3.4   Describe the benefits of private mode browsing

7.4   Identify health risks associated with the use of digital technologies

7.4.1   Identify mental health risks associated with online technologies

7.4.2   Identify physical health threats associated with computer and device usage