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

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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

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