CERTIPORT
A PEARSON VUE BUSINESS

IC3 GS6 Level 2

Objective Domains

1. Technology Basics

1.1 Customize digital environments
- 1.1.1 Configure device settings to meet individual needs and preferences
- 1.1.2 Configure browser settings to meet individual needs and preferences

1.2 Use a personal digital calendar
- 1.2.1 Create appointments or tasks on a personal digital calendar
- 1.2.2 Share a personal digital calendar with others
- 1.2.3 Display specific information on your personal calendar

1.3 Define higher-level technology concepts
- 1.3.1 Describe automation methods
- 1.3.2 Describe cloud computing
- 1.3.3 Describe and understand the use of autocorrect functions
- 1.3.4 Describe and understand the use of autocomplete functions

1.4 Identify and explain common hardware adjustments
- 1.4.1 Identify and explain common sound setting adjustments
- 1.4.2 Identify and explain monitor brightness and contrast controls

1.5 Explain core printer concepts
- 1.5.1 Distinguish between laser and inkjet printers
- 1.5.2 Confirm a successful connection to a printer
- 1.5.3 Select a default printer

1.6 Identify digital devices and connections
- 1.6.1 Define processing devices
- 1.6.2 Distinguish between categories of data cables and connectors

2. Digital Citizenship

2.1 Create and manage multiple digital identities
- 2.1.1 Differentiate between personal and professional digital identities
- 2.1.2 Manage multiple site credentials

2.2 Apply digital etiquette standards
- 2.2.1 Implement situational digital etiquette standards
- 2.2.2 Determine the appropriate time to send a communication
- 2.2.3 Describe digital etiquette standards for content
- 2.2.4 Display sensitivity to cultural diversity

2.3 Seek opportunities to increase your digital competence
- 2.3.1 Be aware of technological advancements
- 2.3.2 Use help features and community resources
- 2.3.3 Seek feedback that informs and improves your learning

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3. Information Management

3.1 Determine digital information needs and requirements

- 3.1.1 Understand key search terms
- 3.1.2 Demonstrate how to filter search results

3.2 Determine the veracity of an individual search result or digital artifact

- 3.2.1 Assess the accuracy of a search result or digital artifact
- 3.2.2 Assess the perspective of a search result or digital artifact
- 3.2.3 Assess the bias of a search result or digital artifact
- 3.2.4 Determine the credibility of a search result or digital artifact
- 3.2.5 Assess the relevance of a search result or digital artifact

3.3 Manage online data collection, storage, and retrieval

- 3.3.1 Explain methods of collecting digital data and responses
- 3.3.2 Explain and interact with central data storage systems
- 3.3.3 Fill out online forms

4. Content Creation

4.1 Create and edit digital content

- 4.1.1 Prepare structured documents
- 4.1.2 Prepare presentations
- 4.1.3 Prepare basic Workbooks
- 4.1.4 Perform basic image editing
- 4.1.5 Describe basic video-editing techniques
- 4.1.6 Display proficient keyboarding skills
- 4.1.7 Track changes in a document
- 4.1.8 Use common shortcuts

4.2 Manage digital information and files

- 4.2.1 Organize, store, and retrieve data and content
- 4.2.2 Explain benefits and methods of compressing files
- 4.2.3 Explain and identify ownership of data in various storage locations
- 4.2.4 Distinguish between read-only and read-write files
- 4.2.5 Implement password protection
- 4.2.6 Explain file versioning concepts

4.3 Responsibly repurpose digital resources

- 4.3.1 Understand the rights and obligations of using or sharing intellectual property
- 4.3.2 Unify design elements by using design themes and artistic styles

4.4 Publish or present content for a specific audience

- 4.4.1 Determine how to customize information for a given audience
- 4.4.2 Determine the file format that will work for a given user

5. Communication

5.1 Interact with others in a digital environment

- 5.1.1 Choose appropriate communication platforms and tools
- 5.1.2 Compose email messages
- 5.1.3 Interact with members of a digital community
- 5.1.4 Use online resources to determine availability of community services

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5.2 Understand Internet commerce basics

- 5.2.1 Describe goods and services
- 5.2.2 Explain how digital payments work
- 5.2.3 Describe in-app purchases and their security concerns
- 5.2.4 Identify examples of media streaming services

6. Collaboration

6.1 Use digital tools and technologies to collaborate on the creation of content

- 6.1.1 List digital tools used for collaboration
- 6.1.2 Explain the benefits of collaboration
- 6.1.3 Compare and contrast synchronous editing and asynchronous editing
- 6.1.4 Describe coauthoring techniques
- 6.1.5 Explain methods used to review and provide feedback to peers

6.2 Apply digital etiquette standards for collaborative processes

- 6.2.1 Video conferences
- 6.2.2 Webinars

7. Safety and Security

7.1 Avoid health risks and physical harm while using digital technologies

- 7.1.1 Describe health risks of standard computing practices
- 7.1.2 Describe risks of internet use
- 7.1.3 Describe the purpose of universal hardware design

7.2 Avoid mental health threats while using digital technologies

- 7.2.1 Explain the concept of Catfishing
- 7.2.2 Explain “FOMO” (fear of missing out)
- 7.2.3 Explain the potential dangers and consequences of negative media posts

7.3 Understand device security

- 7.3.1 Identify methods of protecting against untrusted portable media devices
- 7.3.2 Define device encryption and identify encryption methods
- 7.3.3 Explain when blocking camera access is appropriate and necessary

7.4 Understand file security

- 7.4.1 Identify password protection file options
- 7.4.2 Explain editing restrictions

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