CERTIPORT
A PEARSON VUE BUSINESS

IC3 GS6 Level 3

Objective Domains

1. Technology Basics

1.1 Evaluate software and hardware devices

- 1.1.1 Assess hardware and software requirements
- 1.1.2 Identify digital devices that meet specific requirements
- 1.1.3 Identify software programs that meet specific needs

1.2 Identify, troubleshoot, and resolve technical problems with assistance

- 1.2.1 Identify basic troubleshooting steps
- 1.2.2 Obtain system information to support troubleshooting

1.3 Understand selected software concepts

- 1.3.1 Understand software licensing concepts
- 1.3.2 Understand software versioning concepts
- 1.3.3 Identify processes for setting software defaults
- 1.3.4 Explain how to use common features across similar applications

2. Digital Citizenship

2.1 Understand how to protect others' personally identifiable information

- 2.1.1 Explain the need for and how to achieve online privacy
- 2.1.2 Explain the need for and how to achieve privacy at the workplace
- 2.1.3 Explain the responsibility that comes with knowing another's password and account information
- 2.1.4 Avoid broadcasting other people's information without permission

2.2 Explain best practices for digital citizenship

- 2.2.1 Keep your digital knowledge current
- 2.2.2 Responsibly report dangerous, illegal, or harmful behavior

3. Information Management

3.1 Construct an effective information search

- 3.1.1 Design an effective search request
- 3.1.2 Determine when a Boolean search is appropriate

3.2 Evaluate digital information sources and multiple search results

- 3.2.1 Assess the accuracy, bias, credibility, or relevance of search results
- 3.2.2 Assess the perspective through which information is filtered and presented on a given site

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4. Content Creation

4.1 Create, edit, and publish or present original digital media content

- 4.1.1 Capture and edit video and audio content and images
- 4.1.2 Finalize and distribute video and audio content and images
- 4.1.3 Consider the audience and purpose when determining what to distribute

4.2 Represent data visually

- 4.2.1 Identify the appropriate visual formats to express various data sets
- 4.2.2 Produce business graphics by using productivity software
- 4.2.3 Build tables, charts, and visual representations of raw data
- 4.2.4 Compose procedural flowcharts and instructions

4.3 Manage digital information and files

- 4.3.1 Identify the principles of cloud versioning
- 4.3.2 Consider variables when delivering digital content

4.4 Be aware of challenges and solutions for accessibility

- 4.4.1 Explain the effects of color contrast on the visually impaired
- 4.4.2 Explain the importance of font size and selection
- 4.4.3 Explain what readability is and how it is achieved
- 4.4.4 Explain what alt text is and how it is used

4.5 Apply intellectual property standards

- 4.5.1 Implement intellectual property guidelines for reusing another's work
- 4.5.2 Explain how to protect individual and corporate intellectual property

4.6 Plan and manage a cyclical design process for digital projects

- 4.6.1 Identify requirements , consider design restraints, generate ideas, test theories
- 4.6.2 Develop, test, and refine prototypes

5. Communication

5.1 Manage interpersonal digital communications

- 5.1.1 Identify strategies to clarify ambiguity in digital communications
- 5.1.2 Customize the message and medium for a specific audience
- 5.1.3 Engage with people in ways that broaden mutual understanding and learning

5.2 Communicate with others to identify and understand issues

- 5.2.1 Work with internal team members to identify and understand issues
- 5.2.2 Interact appropriately with external clients to identify and understand issues

6. Collaboration

6.1 Collaborate with others to resolve issues

- 6.1.1 Work with internal team members to resolve issues
- 6.1.2 Interact appropriately with external clients to resolve issues

6.2 Contribute constructively to project teams

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7. Safety and Security

7.1 Manage device security

- 7.1.1 Explain multifactor authentication concepts
- 7.1.2 Explain virus-scanning concepts
- 7.1.3 Manage the transfer of hardware to others

7.2 Be aware of the physical and environmental impact of digital tools and technologies

- 7.2.1 Identify the physical impact of digital tools and technologies
- 7.2.2 Identify the environmental impact of digital tools and technologies

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