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 requirements and software requirements
- 1.1.2 Identify devices that meet specific needs
- 1.1.3 Identify software programs that meet specific needs
- 1.1.4 Identify the minimum system requirements of software programs

1.2 Identify digital devices, apps, and add-ins to meet specific requirements
- 1.2.1 Select appropriate hardware platforms and tools for a given use
- 1.2.2 Select the appropriate software and tools to use for a given task

1.3 Use multiple and group digital calendars
- 1.3.1 Create appointments on group calendars
- 1.3.2 Create tasks for other users
- 1.3.3 Schedule meetings

1.4 Identify, troubleshoot, and resolve technical problems with assistance
- 1.4.1 Deconstruct problems into their component parts
- 1.4.2 Obtain system information to support troubleshooting
- 1.4.3 Identify information that can be restored from a backup

1.5 Understand selected software concepts
- 1.5.1 Understand software licensing
- 1.5.2 Understand software versioning
- 1.5.3 Understand how to set software defaults
- 1.5.4 Understand how browser extensions work

2. Digital Citizenship

2.1 Understand how to protect others' personally identifiable information
- 2.1.1 Discuss privacy as it applies to social media
- 2.1.2 Explain the need for and how to achieve privacy at the workplace
- 2.1.3 Understand the sensitivity and responsibility that comes with knowing another's password and account information
- 2.1.4 Avoid broadcasting other people's information without permission
- 2.1.5 Responsibly report dangerous, illegal, or harmful behavior

2.2 Explain best practices for digital citizenship
- 2.2.1 Explain why digital literacy requires a literate person to constantly update their digital knowledge
- 2.2.2 Assess advancements in security practices
- 2.2.3 Explain how to use common features across similar applications

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3. Information Management

3.1 Construct an effective information search
- 3.1.1 Search by using keywords
- 3.1.2 Search by using images
- 3.1.3 Determine when a location-based search is appropriate
- 3.1.4 Determine when a Boolean search is appropriate

3.2 Evaluate digital information sources and multiple search results
- 3.2.1 Assess the accuracy of information returned in a search
- 3.2.2 Assess the perspective through which information is filtered and presented on a given site
- 3.2.3 Assess bias in search results
- 3.2.4 Assess the credibility of the information presented on a website
- 3.2.5 Assess the relevance of search results

4. Content Creation

4.1 Create, edit, and publish or present original digital media content
- 4.1.1 Enhance visual presentations by using appropriate audio
- 4.1.2 Prepare video for distribution by cutting or compressing
- 4.1.3 Consider the audience, purpose and technical limitations of devices when determining what is or is not appropriate to post

4.2 Gather information from digital resources using a variety of tools and methods to create relevant content
- 4.2.1 Produce business graphics by using productivity software
- 4.2.2 Build tables, charts, and visual representations of raw data

4.3 Compose procedural flowcharts and instructions

4.4 Manage digital information and files

4.5 Understand the principles of cloud versioning

4.6 Be aware of challenges and solutions for accessibility
- 4.6.1 Explain the effects of color contrast on the visually impaired
- 4.6.2 Explain the importance of font size and selection
- 4.6.3 Explain readability, what it is and how it is achieved
- 4.6.4 Explain what alt text is and how it is used

4.7 Apply intellectual property standards
- 4.7.1 Implement intellectual property guidelines for reusing another's work
- 4.7.2 Explain how to protect individual and corporate intellectual property

5. Communication

5.1 Customize the message and medium for a specific audience

5.2 Use digital tools to engage with people in ways that broaden mutual understanding and learning

5.3 Communicate complex ideas clearly and effectively by using digital objects such as visualizations, models or simulations

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5.4 **Manage interpersonal digital communications**

5.4.1   Identify strategies to clarify ambiguity in digital communications

5.4.2   Demonstrate the capacity to work with open-ended problems in a digital environment

5.5 **Plan and manage a cyclical design process for digital projects**

5.5.1   Identify requirements

5.5.2   Consider design constraints

5.5.3   Generate ideas

5.5.4   Test theories

5.5.5   Develop, test, and refine prototypes

6.   Collaboration

6.1 **Use collaborative technologies to work with others to examine issues and problems**

6.2 **Contribute constructively to project teams**

7.   Safety and Security

7.1 **Manage device security**

7.1.1   Explain encryption

7.1.2   Explain biometric passwords

7.1.3   Explain how to scan for viruses

7.1.4   Explain what it means to 'wipe a device'

7.1.5   Explain social engineering attacks

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