



IC3 GS6 Level 3

IC3 Digital Literacy Certification

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

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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

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

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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

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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

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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