

CERTIPOINT IC3 DIGITAL LITERACY CORRELATION GS5

GOODHEART-WILLCOX

PRINCIPLES OF INFORMATION TECHNOLOGY © 2017

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Certiport IC3 Digital Literacy Correlation GS5		
IC3 GS5 Objective		Correlating Pages
Computing Fundamentals		
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5.1.1	Know what social networks are and how they are used (FB, LinkedIn etc.); Define social network; describe how Facebook is a social network; Describe LinkedIn and how it functions as a social network; explain how LinkedIn is a valuable social network for business		pg. 619–623
5.1.2	Know other types of networks (YouTube, Instagram, etc.); Define digital identity; Describe how following certain people on social networks such as YouTube and Instagram says something about the individual; Describe how you are choosing your digital identity based on the choices you make on all of these networks; use caution and understand that these choices follow you		pg. 619–623
Objective 5.2 Recognize the difference of internal (school/business) vs. open media sites; There are business and school social media sites, such as Neo and Yammer and Slack; Difference between an open social media site and a closed site; for example, Facebook started as a closed site (for students at a specific college), but is now an open site available to anyone who signs up for an account			
5.2.1	Neo v. Facebook		pg. 620
Objective 5.3 Know what blogs, wikis, and forums are and how they are used			pg. 613–614, 621
Objective 5.4 Know what cyber bullying is			
5.4.1	Define cyber bullying, cite examples		pg. 625–626
5.4.2	Describe how to be conscious of other people; explain that a person is always on both sides—not just interacting with a computer		pg. 625–626
Domain 6.0 Communication			
Objective 6.1 Know the best tool for the various situations and scenarios; Describe how different communication technologies (email, phone, text message) are suited for differing circumstances; for example, if you needed to get an urgent message to your boss, what technology is best? Describe which technology is likely to get the fastest and slowest response from the recipient			
6.1.1	Email		pg. 589–590
6.1.2	SMS		pg. 609–610
6.1.3	Instant message		pg. 610–611
6.1.4	VOIP		pg. 611
6.1.5	Phone calls		pg. 606
6.1.6	Web Ex		pg. 612
6.1.7	Conference calls		pg. 612
Objective 6.2 Know how to use SMS texting; Describe appropriate use of SMS; for example, when communicating with your boss, maybe use text only if he or she is out of the office			
6.2.1	Etiquette		pg. 609–610
6.2.2	Know what it is and how it can be used as a tool		pg. 609–610

6.2.3	Know when to use and not use	pg. 609–610
6.2.4	Determine when it is appropriate to use it	pg. 609–610
Objective 6.3 Know how to use chat platforms; Describe and demonstrate the use of Skype as a chat platform in business		pg. 610–613
Objective 6.4 Understand options for and how to use distant/remote/individual learning technologies		
6.4.1	Know basic remote workforce tools; Identify tools and options to increase productivity for distant employees or co-workers; Describe workplace storage options such as SharePoint; Describe and identify various platforms for web and video conferencing; Describe common features of such platforms such as being able to share your screen, edit documents at the same time	pg. 630
Domain 7.0 Online Conferencing		
Objective 7.1 Understand and identify online conference offerings		
7.1.1	VOIP conferencing [Skype]	pg. 611–613
7.1.2	Video conferencing [Google hangouts, Skype, FaceTime]	pg. 610–613
7.1.3	Phone conferencing	pg. 612
7.1.4	Screen sharing	pg. 612
Domain 8.0 Streaming		
Objective 8.1 Understand what streaming is and how it works with devices; Differentiate between streaming and downloading; Define live audio; Describe how you could stream the video of a live recording		
8.1.1	Video streaming	pg. 613
8.1.2	Live streaming	pg. 613
8.1.3	Audio streaming	pg. 613
Domain 9.0 Digital Principles/Ethics/Skills/Citizenship		
Objective 9.1 Understand the necessity of coping with change in technology		
9.1.1	Audience awareness; Demonstrate sensitivity when determining the most appropriate technology to use when communicating with others; for example, some people can Skype but some may not know or have that technology	pg. 28, 609–617
Objective 9.2 Understand Digital Wellness basics		
9.2.1	Screen time	pg. 526–527
9.2.2	Ergonomic best practices	pg. 526–527
Objective 9.3 Understand an online identity management		
9.3.1	Branding; Define and describe a personal digital footprint; Explain the consequences (both positive and negative) of how you define yourself online; Describe how your online activities define how others perceive you; Describe how potential employers might perceive you by searching your name online; Describe how you can create your own positive online identity	pg. 619–623
9.3.2	Managing profiles	
	9.3.2.1	Gaming pg. 623
	9.3.2.2	Facebook pg. 623
	9.3.2.3	Twitter pg. 623
	9.3.2.4	LinkedIn pg. 623
Objective 9.4 Know the difference between personal vs. professional identity		pg. 619–620