



# Goodheart-Willcox Publisher

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## Correlation of *Principles of Digital Information Technology* © 2021

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to Certiport IC3 Digital Literacy GS5

### IC3 GS5 Objective

### Correlating Pages

## Computing Fundamentals

### Domain 1.0 Mobile Devices

#### Objective 1.1 Understand cellular phone concepts

1.1.1	Define what it means to have a cellular phone and what that implies	P. 11 Communication Technologies P. 647–643 Cellular Technology
1.1.2	Explain how cellular phone connections require a carrier	P. 647–643 Cellular Technology
1.1.3	Describe how cell towers provide the connection, as opposed to an ISP infrastructure	P. 647–643 Cellular Technology P. 642–643 Cellular Technology and the Internet
1.1.4	Describe carriers plans, contracts associated with plans, and how these contracts can vary widely	P. 642 Cellular Contracts

#### Objective 1.2 Be familiar with cellular-enabled tablets

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1.2.3	A Wi-Fi connection has no limit on usage, but is limited to a location with the Wi-Fi connection	P. 39 Mobile Devices
1.2.4	Use of tablets that are cellular-enabled affect the cellular data plan; for example, one would not want to stream movies on a cellular connection because it could quickly use up allotted number of gigabytes of data purchased	P. 39 Mobile Devices

#### Objective 1.3 Be familiar with smartphone

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1.3.3	How a smartphone connects to the Internet	P. 39 Mobile Devices
1.3.4	What are the benefits that apps and the operating system provide to the user	P. 39 Mobile Devices
1.3.5	A basic phone can be Internet enabled but has limited functionality	P. 39 Mobile Devices

#### Objective 1.4 Understand the use of hard-wired phones

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#### Objective 1.5 Use of instant messaging

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1.5.3	Use the basic features of Skype	P. 647 Videoconferencing P. 648–649 Hands-On Example 16.1.2 (Videoconferencing)
1.5.4	Use the basic features of chat in Gmail	P. 645 IM (instant messaging) P. 645–645 Hands-On Example 16.1.1 (Instant Messaging)
1.5.5	Mechanics—understand what you are technically able to do, what is SMS, what is MMS	P. 644 SMS
<b>Objective 1.6 Know how to configure notifications</b>		
1.6.1	Configure notifications for appointments; for example, if you have work email on your phone, create a notification through sound or vibration or screen alert	P. 652–653 Online Calendars
1.6.2	Understand the rules around configuring notifications	P. 652–653 Online Calendars
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2.2.2	Describe usage of memory and storage; for example, if you have a high amount of memory and storage, you can be freer in your usage. If you have low memory there are restraints such as having multiple tabs open in a browser, or the system is slow when bigger programs like Photoshop	P. 42 Storage paragraph 3 (memory) P. 47 Operating System
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6.2.1	Productivity		P. 113–114 Apps
6.2.2	Content		P. 113–114 Apps
6.2.3	Creation		P. 113–114 Apps
6.2.4	Social media		P. 113–114 Apps
6.2.5	Music		P. 113–114 Apps
6.2.6	Video		P. 113–114 Apps
<b>Objective 6.3 Understand strengths and limits of apps and applications</b>			
6.3.1	Applications may only run on certain devices		P. 113–114 Apps
<b>Domain 7.0 Graphic Modification</b>			
<b>Objective 7.1 Be able to import and insert images into documents</b>			P. 236–245 Inserting Media Files
<b>Objective 7.2 Understand how to crop images</b>			P. 237, Cropping an Image Paragraph 1
<b>Living Online</b>			
<b>Domain 1.0 Internet (Navigation)</b>			
<b>Objective 1.1 Understand what the Internet is</b>			
1.1.1	Understand how the Internet works		
	1.1.1.1	Network topologies; Basic level, networks to networks, servers to servers—this is the Internet; Internet vs intranet—closed network—open vs closed	P. 563, Internet P. 619 Network Types P. 620 Network Topologies
	1.1.1.2	DNS, IP addresses; how to communicate device to device	P. 564, Internet Protocol
	1.1.1.3	Domain types [.gov, .edu, .com, .us, .uk, etc.]	P. 564, Internet Protocol
	1.1.1.4	Bandwidth	P. 609 last paragraph
	1.1.1.5	Understand data sizes: bits, bytes, megabytes, etc.	P. 83 Electronic Computers
1.1.2	Be familiar with media literacy		
	1.1.2.1	Know how to search the Internet	
		1.1.2.1.1	Advance searches (keyword, hashtag); Use search techniques such as inserting a colon and using options in search box; Demonstrate judgment and savviness when evaluating websites, such as asking who wrote the information, for what audience is the information intended, are persuasive words used? How to determine if a site is valid
			P. 579, Using Search Engines P. 581, Validity P. 582, Types of Returned Results
	1.1.2.2	Research fluency	
		1.1.2.2.1	Validity of resources
			P. 581, Validity
1.1.3	Understand browser functionality		
	1.1.3.1	HTML/CSS	
		P. 576, HTML and Web 2.0	
	1.1.3.2	Cookies	
		P. 677 Cookies	
	1.1.3.3	Cache	
		P. 677 Cache	
	1.1.3.4	Breadcrumbs	
		P. 572, Breadcrumbs	
	1.1.3.5	Plugins	
		P. 574, Plug- ins	
	1.1.3.6	Widget	
		P. 596, Web Widgets	
	1.1.3.7	Add-ons	
		P. 574, Plug- ins	
	1.1.3.8	In-browser apps	
		P. 113–114 Apps	
	1.1.3.9	Popups	
		P. 678 Pop-ups	
	1.1.3.10	Different browsers	
		P. 570, Browsers	
	1.1.3.11	Browser navigation (URLs, scroll bars, etc.)	
		P. 567, World Wide Web P. 572, Scroll Bars	
	1.1.3.12	New window, tabs	
		P. 570, Browsers	
	1.1.3.13	Bookmarks, favorites, synchronize bookmark	
		P. 574, Favorites or Bookmarks	
1.1.4	Know about IP rights/usage; IP rights regarding images and articles, which have owners; Fair use		P. 339 Intellectual Property P. 339 Copyright paragraph 4

		P. 342 Plagiarism
1.1.5	Know about licensing rules/laws; If your company gives you software, you can't install at home	
	1.1.5.1 Of intellectual property	
	1.1.5.2 Software programs.	P. 110–111 Licenses
1.1.6	Know about copyrights	P. 339 Copyright
1.1.7	Know about censorship and filtering; Define censorship and describe why it's needed; Explain why there are rules around explicit content and the reason we should know about it from an organization standpoint; Understand appropriate use of the Internet in a business setting; cannot offend others or search for offensive material; Companies may block Facebook or other sites; this is legal and appropriate for companies to do	P. 680 Censorship
1.1.8	Know plagiarism rules/laws; Describe plagiarism laws, how these laws are punishable; How detecting plagiarism is now easier	P. 342 Plagiarism
1.1.9	Fair use	P. 339 Copyright paragraph 4
<b>Domain 2.0 Common Functionality</b>		
<b>Objective 2.1 Understand how to use common website navigation conventions</b>		
2.1.1	Click / delayed / double-click	P. 572, Mouse Actions
2.1.2	Mouse-over	P. 572, Mouse Actions
2.1.3	Drag and drop	P. 576, HTML Paragraph 3
2.1.4	Basic web navigation principles	P. 570, Browsers
<b>Domain 3.0 Email clients</b>		
<b>Objective 3.1 Identify email applications</b>		
3.1.1	Desktop application platform (i.e. Outlook)	P. 525, Microsoft Outlook
	3.1.1.1 Web-based platform (Gmail, Yahoo)	P. 525, Web-based E-mail
3.1.2	Understand email etiquette	P. 529, Message
	3.1.2.1 Reply vs. reply all, forward	P. 530, Replying to and Forwarding Messages
	3.1.2.2 cc vs bcc	P. 527, CC P. 528, BCC
	3.1.2.3 Signature	P. 530, Complimentary Close and Signature
	3.1.2.4 Header	P. 527, Header
	3.1.2.5 SPAM	P. 537, Spam
	3.1.2.6 Junk mail	P. 536, Junk E-mail Paragraph 3
3.1.3	Understand email history and management	
	3.1.3.1 Spam / junk email	P. 536, Junk E-mail Paragraph 3 P. 537, Spam
	3.1.3.2 Archiving	P. 537, Archiving E-mail Messages
	3.1.3.3 Trash	P. 537, Deleting E-mail Messages Paragraph 2
	3.1.3.4 Folders	P. 536, Personal Folders
3.1.4	Understand e-mail attachments; Size limits; Web apps vs desktop apps	P. 531, Attachments
3.1.5	Understand contact management	
	3.1.5.1 Address books	P. 531, Address Book
<b>Domain 4.0 Calendaring</b>		
<b>Objective 4.1 Know how to create events and appointments</b>		
4.1.1	Recurring	P. 652–653 Online Calendars
4.1.2	Details (location, time zone, notes)	P. 652–653 Online Calendars
<b>Objective 4.2 Know how to share calendars</b>		
4.2.1	Invitations	P. 652–653 Online Calendars
<b>Objective 4.3 Know how to view multiple calendars; Multiple calendars can be connected in one view; show up in different colors in same user interface</b>		
<b>Objective 4.4 Understand how to subscribe to calendars; A public calendar (like a municipal calendar) vs sharing your own calendar</b>		
<b>Domain 5.0 Social Media</b>		
<b>Objective 5.1 Understand what a digital identity is (identity on social media); Concept of once you do something, it cannot be undone</b>		

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	P. 655–659 Social Media
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	P. 655–659 Social Media P. 656–657 Media Sharing
<b>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</b>		
5.2.1	Neo v. Facebook	P. 656 Social Networking
<b>Objective 5.3 Know what blogs, wikis, and forums are and how they are used</b>		P. 650 Blogs P. 650 Forums P. 657 Wikis
<b>Objective 5.4 Know what cyber bullying is</b>		
5.4.1	Define cyber bullying, cite examples	P. 661 Cyberbullying
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	P. 661 Cyberbullying
<b>Domain 6.0 Communication</b>		
<b>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</b>		
6.1.1	Email	P. 523, E-mail Technologies
6.1.2	SMS	P. 644 SMS
6.1.3	Instant message	P. 645 IM P. 645–645 Hands-On Example 16.1.1 (Instant Messaging)
6.1.4	VOIP	P. 646 VOIP
6.1.5	Phone calls	P. 641 Land-Line Technology
6.1.6	Web Ex	P. 648 Web-Based Conferencing
6.1.7	Conference calls	P. 647 Conference Calls
<b>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</b>		
6.2.1	Etiquette	P. 644 SMS
6.2.2	Know what it is and how it can be used as a tool	P. 644 SMS
6.2.3	Know when to use and not use	P. 644 SMS
6.2.4	Determine when it is appropriate to use it	P. 644 SMS
<b>Objective 6.3 Know how to use chat platforms; Describe and demonstrate the use of Skype as a chat platform in business</b>		P. 645 IM P. 645–645 Hands-On Example 16.1.1 (Instant Messaging) P. 647 Videoconferencing P. 648–649 Hands-On Example 16.1.2 (Videoconferencing)
<b>Objective 6.4 Understand options for and how to use distant/remote/individual learning technologies</b>		
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	P. 666 Learning Management Systems P. 648 Web-Based Conferencing P. 647 Videoconferencing P. 648–649 Hands-On Example 16.1.2 (Videoconferencing)
<b>Domain 7.0 Online Conferencing</b>		
<b>Objective 7.1 Understand and identify online conference offerings</b>		

7.1.1	VOIP conferencing [Skype]	P. 646 VOIP P. 648–649 Hands-On Example 16.1.2 (Videoconferencing)
7.1.2	Video conferencing [Google hangouts, Skype, FaceTime]	P. 645 IM P. 645–645 Hands-On Example 16.1.1 (Instant Messaging) P. 647 Videoconferencing P. 648–649 Hands-On Example 16.1.2 (Videoconferencing)
7.1.3	Phone conferencing	P. 647 Conference Calls
7.1.4	Screen sharing	P. 648 Web-Based Conferencing
<b>Domain 8.0 Streaming</b>		
<b>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</b>		
8.1.1	Video streaming	P. 649 Streaming Media
8.1.2	Live streaming	P. 649 Streaming Media
8.1.3	Audio streaming	P. 649 Streaming Media
<b>Domain 9.0 Digital Principles/Ethics/Skills/Citizenship</b>		
<b>Objective 9.1 Understand the necessity of coping with change in technology</b>		
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	P. 26 Cultural and Societal Issues P. 28 Closing the Digital Divide P. 644–653 Communication Tools
<b>Objective 9.2 Understand Digital Wellness basics</b>		
9.2.1	Screen time	P. 578, Digital Wellness
9.2.2	Ergonomic best practices	P. 578, Digital Wellness
<b>Objective 9.3 Understand an online identity management</b>		
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	P. 655–659 Social Media P. 655–656 Online Presence P. 657–658 Disadvantages of Social Media
9.3.2	Managing profiles	
	9.3.2.1 Gaming	P. 659 Managing Profiles
	9.3.2.2 Facebook	P. 659 Managing Profiles
	9.3.2.3 Twitter	P. 659 Managing Profiles
	9.3.2.4 LinkedIn	P. 659 Managing Profiles
<b>Objective 9.4 Know the difference between personal vs. professional identity</b>		
P. 655–656 Online Presence		