

IC3 Digital Literacy Global Standard 6

Certification Guide

Courseware: **7515-1**

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Course Description

This course is designed to introduce both new and existing concepts to understand what digital literacy means and how to address current computing concepts for being online - including the use of the cloud and mobile devices. Students will get a firm understanding of how to find and validate research results, become productive and effective communicators, and collaborate with others to create content in modern digital environments.

The book structure is a comprehensive series of computer theory credentials that use seven digital literacy domains to successfully understand and apply these skills. Each of these seven domains will be introduced in three levels of ascending depth of information:

- Level 1 (basic) - introduces fundamental concepts and essential components.
- Level 2 (intermediate) - builds on the knowledge covered in Level 1 to apply practical abilities to each of the seven domain skills at this level.
- Level 3 (advanced) - focuses on concepts for an advanced understanding of digital literacy and builds a technical foundation of skills and knowledge to succeed in personal, educational, and professional environments.

The intent of this courseware is to gradually introduce computer knowledge and skill sets to establish a firm understanding of digital literacy. This understanding is achieved with the help of situational examples and visual content (such as walk-throughs, diagrams, and illustrations) throughout the book.

Course Length: 50-80 hours

Course Prerequisites

This courseware is targeted toward people who are new to computers or have limited exposure to a computer prior to taking this course. A student may have no or limited prior experience using a web browser, word processor, spreadsheet, presentation, or email program. There are no expectations of existing computer knowledge.

Level 1 – Fundamental Concepts and Essential Components

Lesson 1: Technology Basics

Lesson Objectives

What is an Operating System?

Desktop Operating Systems

Mobile Operating Systems

Case Study 1

Meet the Web Browser

Using the Address Bar

Browser Scroll Bars

Popular Browsers

Case Study 2

Accessing Information

Having Online Accounts

Navigating in Windows

Using the Taskbar

Navigating in Mobile OS

Identifying Devices

Input Devices

Output Devices

Connectors and Connections

Case Study 3

Software

Application Programs

Web Apps

Proprietary and Open-Source Software

Obtaining Software

Case Study 4

Recognizing Basic Hardware

Desktop Computers

Understanding Memory

Understanding Storage

Case Study 5

Identifying Operating Systems

Mobile Operating Systems

Popular Operating Systems

Networking Concepts

Infrastructure Is Everything

Ethernet Standards and Cables

Case Study 6

Troubleshooting Connection Issues

Lesson Summary

Quiz Questions

Lesson 2: Digital Citizenship

Lesson Objectives

Managing Your Digital Identity

Digital Footprints

Case Study 1

Why Is Your Digital Identity

Important?

Case Study 2

Managing Your Online Identity

Case Study 3

Researching Information

Validating Resources

Lesson Summary

Quiz Questions

Lesson 3: Information Management

Lesson Objectives

Searching for Information

Using Search Engines

Case Study 1

Referencing Research and Information

Narrowing the Search Within a File

Case Study 2

Narrowing the Search Within a Web page

Using Digital Content

Case Study 3

Case Study 4

Lesson Summary

Quiz Questions

Lesson 4: Content Creation

Lesson Objectives

Using Microsoft Word

Identifying Common Features

Understanding the Backstage View

Looking at the Edit Screen

Accessing Commands and Features

Selecting Text

Saving Documents

Applying Formatting

Using Styles

Formatting the Document

Organizing List Information

Case Study 1

What is PowerPoint?

Looking at the Edit Screen

Understanding Basic

Terminology

Creating Presentations

Saving a Presentation

Displaying Information in the Presentation

Managing the Slides

Formatting Text

Inserting Pictures

Case Study 2

Referencing Information

Case Study 3

Backing Up Your Work

Backing Up Your Personal Files

Case Study 4

Preparing to Print

Print Options

Printing Methods

Case Study 5

Lesson Summary

Quiz Questions

Lesson 5: Communication

Lesson Objectives

We Are Social Beings

How Do We Share Information?

Social Media Networks

Case Study 1

Interacting with Others

Case Study 2

Responding to Email

Communications

Case Study 3

Lesson 5 Certification Objectives

Lesson 6: Collaboration

Lesson Objectives

Digital Collaboration

Real-Time and Delayed

Communications

Case Study 1

Microsoft 365

Using Digital Etiquette

Case Study 2

Lesson Summary

Quiz Questions

Lesson 7: Safety and Security

Lesson Objectives

The Need for Security

Identifying Risks

Connecting to Networks

Wired Connections

Wireless Connections

Mitigating Risks

Using Public Computers

Social Engineering

Phishing

Virtual Private Networks (VPNs)

Case Study 1

Usernames and Passwords
 Keeping Your Account Safe
 Changing Your Password
 Locking the System
 Clearing Browser Cache
 Case Study 2

Data Collection Technology
 Cookies
 Browsing History
 Private Browsing
 Case Study 3

Computers and Your Health
 Cyberbullying
 Harassment
 Ergonomic Best Practices
 Case Study 4
 Lesson Summary
 Quiz Questions

Level 2 – Working Knowledge of Core Skills

Lesson 8: Technology Basics

Lesson Objectives
 Global and Profile-Specific Settings
 The Settings App
 Case Study 1
 Browser Preferences and Settings
 Using a Digital Calendar
 Creating an Appointment
 Creating Recurring Appointments
 Working with Multiple Calendars
 Creating Tasks
 Case Study 2
 Using Automated Methods
 Cloud Computing Concepts
 Using the AutoCorrect and AutoComplete Features
 Case Study 3
 Adjusting Common Hardware Settings
 Customizing the Monitor
 Customizing the Sound
 Case Study 4
 Using Printers
 Connecting Printers
 Case Study 5
 Identifying Devices and Connections
 Processors
 Video Ports and Connectors
 Ethernet Cables
 Case Study 6
 Lesson Summary
 Quiz Questions
Lesson 9: Digital Citizenship
 Lesson Objectives
 Using a Personal and Professional Identity
 Aliases
 Managing Multiple Accounts
 Case Study 1
 Etiquette Considerations
 Responding to Others

Case Study 2
 Sharing Content
 Keeping Up with Technology
 Looking at Personal Responsibilities
 Case Study 3
 Lesson Summary
 Quiz Questions
Lesson 10: Information Management
 Lesson Objectives
 Searching Online
 Narrowing the Search Results
 Case Study 1
 Assessing the Search Results
 Case Study 2
 Collecting Online Data
 Static and Dynamic Web Pages
 Database Driven Web Pages
 How Can I Determine If Data Has Been Collected?
 How is Data Being Collected?
 Case Study 3
 Lesson Summary
 Quiz Questions
Lesson 11: Content Creation
 Lesson Objectives
 Structuring Documents
 Using Styles
 Using Headers and Footers
 Creating a Table of Contents
 Case Study 1
 Preparing Presentations
 Animating Objects
 Customizing the Animation
 Using Microsoft Excel
 Understanding Basic Terminology
 Entering Data in the Worksheet
 Creating a New Blank Workbook
 Saving Workbooks
 Selecting Cells

Formatting Cells
 Managing Worksheets
 Editing Images
 Case Study 2
 Editing Videos
 Keyboarding
 Using Track Changes
 Reviewing Tracked Changes
 Accepting and Rejecting Tracked Changes
 Using Common Features
 Using Undo
 Using Repeat or Redo
 Using Cut, Copy, and Paste
 Case Study 3
 Managing Files
 Drive Letters
 Additional Internal Storage Devices
 Mapped Network Locations
 Connected Storage Devices
 Folders and Subfolders
 Directories and Paths
 Connecting “Smart” Devices
 Understanding Local and Remote Locations
 File and Folder Permissions
 Network Access
 Compressing Files
 Using Password Protection
 Managing Document Versions
 Knowing How to Reuse Resources
 Intellectual Property
 Copyright
 Case Study 4
 Design Elements in Content
 Presenting Information
 Lesson Summary
 Quiz Questions
Lesson 12: Communication
 Lesson Objectives
 Interacting with Others Online
 Messaging Applications

Phone Calls	Case Study 5	Ergonomics
Online Conferencing	Lesson Summary	Unplugging Online
Video Conferencing	Quiz Questions	Case Study 1
Forums	Lesson 13: Collaboration	Case Study 2
Websites	Lesson Objectives	Identifying Digital Mental Health Issues
Electronic Mail (Email)	Collaboration Tools	Catfishing
Case Study 1	Microsoft 365	Fear of Missing Out (FOMO)
Case Study 2	Co-authoring Content	Posting
The Digital Community	Case Study 1	Case Study 3
Interactions	Case Study 2	Protecting Your Devices
Community Services	Case Study 3	Using Encryption
Case Study 3	Case Study 4	Blocking Camera Access
Buying Online	Case Study 5	Case Study 4
Goods and Services	Collaborating in Virtual Meetings	Case Study 5
Payment and Security	Case Study 6	Protecting Your Files
Exercise Skepticism	Lesson Summary	File and Folder Permissions
Always Use Secured Transactions	Quiz Questions	Case Study 6
Case Study 4	Lesson 14: Safety and Security	Lesson Summary
Purchasing Apps	Lesson Objectives	Quiz Questions
Streaming	Staying Safe and Healthy While Online	
Business Applications		
Costs of Streaming		

Level 3 – Advanced Understanding of Digital Literacy

Lesson 15: Technology Basics

Lesson Objectives
Knowing What to Get or Use
Checking the System
Requirements
Case Study 1
Application Software
Requirements
Troubleshooting
Is it Hardware or Software?
Connection Issues
Getting Technical Support
Case Study 2
Licensing Software
Single Seat
Volume or Network
Site
Software as a Service (SaaS) or
Application Service Provider (ASP)
Shareware
Freeware
Bundling
Open-source
Case Study 3
Setting Software Defaults
Case Study 4

Using Common Features

Lesson Summary
Quiz Questions

Lesson 16: Digital Citizenship

Lesson Objectives
Protecting Identities
Case Study 1
Case Study 2
Being a Good Digital Citizen
Reporting Harmful Behavior
Law Enforcement
Who is Hosting the Website?
Removing Search Results
Who NOT to Report to
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 17: Information Management

Lesson Objectives
Creating an Effective Search
Using Boolean Operators
Using HTML Objects
Advanced Search Pages
Case Study 1
Case Study 2

Researching Information

Assessing the Information
Case Study 3
Case Study 4
Lesson Summary
Quiz Questions

Lesson 18: Content Creation

Lesson Objectives
Working with Digital Media
Case Study 1
Using Visual Data
Case Study 2
Managing Digital Information
Case Study 3
Ensuring Accessibility
Case Study 4
Understanding Intellectual Property
Protecting Intellectual Property
Copyright ©
Trademark ™
Patents
Case Study 5
Planning a Digital Project
Case Study 6
Lesson Summary
Quiz Questions

Lesson 19: Communication

Lesson Objectives

Managing Digital

Communications

Case Study 1

Case Study 2

Communicating to Resolve

Issues

Windows 10

Macintosh

Case Study 3

Case Study 4

Lesson Summary

Quiz Questions

Lesson 20: Collaboration

Lesson Objectives

Collaborating to Resolve Issues

Case Study 1

Case Study 2

Contributing on Projects

Case Study 3

Lesson Summary

Quiz Questions

Lesson 21: Safety and Security

Lesson Objectives

Securing Your Device

Case Study 1

Scanning Your Device

Antivirus Software

Case Study 2

Transferring Devices to Others

Resetting Mobile Devices

Case Study 3

Identifying the Impact of Digital

Tools and Technologies

Pros of Digital Technology

Cons of Digital Technology

Case Study 4

Case Study 5

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