

**CompuScholar, Inc.**  
Alignment to  
"Certiport – IC3 GS4 Digital Literacy "  
Certification Exam Requirements

**Certiport Exam Details:**

<b>Exam Title:</b>	IC3 Digital Literacy Certification
<b>Exam Code(s):</b>	GS4
<b>Exam Link:</b>	<a href="#">IC3 Digital Literacy Certification</a>

**CompuScholar Course Details:**

<b>Course Title:</b>	Digital Savvy
<b>Course ISBN:</b>	978-0-9887070-8-5
<b>Course Year:</b>	2018

**Note 1:** Citation(s) listed may represent a subset of the instances where objectives are met throughout the course.

**Note 2:** Citation(s) for a "Lesson" refer to the "Lesson Text" elements and associated "Activities" within the course, unless otherwise noted. The "Instructional Video" components are supplements designed to introduce or re-enforce the main lesson concepts, and the Lesson Text contains full details.

**Course Description**

IC3 Global Standard 4 (GS4) exam objectives are aligned with today's most current technologies and relevant digital literacy requirements, including social media, collaboration, and cloud computing concepts. The GS4 certification is comprised of three individual exams and is designed to validate competency in three key areas: Computing Fundamentals, Living Online, and Key Applications.

**Exam Requirements**

<b>Computing Fundamentals</b>	<b>CITATION(S)</b>
1. What is an OS and what does it do?	Chapter 3
2. Manage computer files and folders	Chapter 4
3. PC configuration, Control Panel, OS drivers	Chapter 3
4. Common computer terminology	Throughout the course
5. Types of Computers & Mobile devices	Chapter 1, Lesson 1

6. Computer performance	Chapter 1, Lesson 2
7. Installing/Uninstalling Software	Chapter 3, Lesson 3 Chapter 5, Lesson 2
8. Understanding SW licenses	Chapter 2, Lesson 2 Chapter 8, Lesson 5
9. Types of software applications & tools	Chapter 2
10. Troubleshooting basic software problems	Chapter 5, Lesson 3
11. Troubleshooting basic hardware problems	Chapter 5, Lesson 3
12. Devices and Peripherals	Chapter 1, Lesson 3
13. Backup and Restore	Chapter 5, Lesson 2

Key Applications	CITATION(S)
1. Common Application Features	Chapter 9
2. Basic Text Formatting	Chapter 9
3. Navigating Files and Folders	Chapter 4
4. Working with multimedia files	Chapter 11, Lessons 3, 4 Chapter 15
5. Word processing activities and methods	Chapter 9
6. Tables & Lists	Chapter 9
7. Page Layout	Chapter 9
8. Spreadsheet components	Chapter 10
9. Worksheet Layout	Chapter 10
10. Working with Data	Chapter 10
11. Presentation activities	Chapter 11
12. Inserting content	Chapter 11
13. Slide Management	Chapter 11

14. Slide Design	Chapter 11
15. Basic Database Interactions	Chapter 12
16. Record Managements	Chapter 12
17. Collaboration	Chapter 9, Lesson 2 Chapter 10, Lesson 2
18. Sharing files	Chapter 9, Lesson 2 Chapter 10, Lesson 2

<b>Living Online</b>	<b>CITATION(S)</b>
1. Internet, Browsers, and WWW	Chapter 2, Lesson 3 Chapter 6, Chapter 7
2. Navigation on the internet using a browser	Chapter 2, Lesson 3
3. Internet Connection	Chapter 6
4. Network types and features, capabilities	Chapter 6
5. Network connection troubleshooting	Chapter 6, Lesson 4
6. E-mail communication	Chapter 16, Lesson 1
7. Real-Time communication	Chapter 16, Lessons 2, 3
8. Digital citizenship /"NETIQUETTE"	Chapter 8, Lesson 4
9. Communication standards	Chapter 8, Lesson 4 Chapter 16
10. Legal and responsible use of computers	Chapter 8, Lesson 1 Chapter 8, Lesson 4
11. Secure online communication or activity	Chapter 8, Chapter 16, Chapter 18
12. Ergonomics	Chapter 24, Lesson 3
13. Research fluency	Chapter 7
14. Using Search Engines	Chapter 7
15. Evaluate search results	Chapter 7
16. Using advanced features of search engines	Chapter 7