



ITShare's IC3 Global Standard 5 (GS5) courseware fully prepares students and job seekers for the IC3 Digital Literacy Certification. Targeted toward new computer users, it introduces what digital literacy means and what can be accomplished using a computer. Learn essential skills for computer literacy using application programs commonly found in school and business environments, and focus on the most critical elements that drive technology today.

Maps Directly to the IC3 Digital Literacy Exam Objectives

Like its predecessors, the IC3 Global Standard (GS5) certification is comprised of three exams:

Computing Fundamentals, Living Online, and Key Applications.

- **Computing Fundamentals** covers a foundational understanding of computing.
- **Key Applications** covers popular word processing, spreadsheet, and presentation applications and the common features of all applications.
- **Living Online** covers skills for working in an Internet or networked environment



By earning the IC3 Digital Literacy certification, learners are given the tools to succeed in the classroom and the workplace.



Comprehensive Lessons with Specific Objectives

- Lesson 1: Operating Systems
- Lesson 2: Hardware
- Lesson 3: Networks and Mobile Devices
- Lesson 4: File Management and Cloud Computing
- Lesson 5: Software and Apps
- Lesson 6: Troubleshooting and Backup and Restore
- Lesson 7: Security Concepts
- Lesson 8: Using Applications
- Lesson 9: Using Microsoft Word
- Lesson 10: Using Microsoft Excel
- Lesson 11: Understanding Database Concepts
- Lesson 12: Using Microsoft PowerPoint
- Lesson 13: There's an App for That
- Lesson 14: Looking at the Internet
- Lesson 15: Managing Media Literacy
- Lesson 16: Digital Communication
- Lesson 17: Understanding Email and Calendaring
- Lesson 18: Your Life Online