

**IC3 Internet &
Computing Core Certification
Online Summer 2010 Class Syllabus**

Instructor: Mr. Usher
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Course Description:

This course is intended for students who desire an introduction to using a computer and becoming a proficient user of Microsoft Office 2007. The course will explore Microsoft Office basics, using a word processor (Microsoft Word), using spreadsheets (Microsoft Excel), creating presentations (Microsoft PowerPoint), and desktop publishing (Microsoft Publisher). Students are expected to practice keyboarding techniques to improve efficiency. Use of a home computer, Microsoft Office 2007, and access to the internet are required.

Course Resources:

- Required Text: *A Guide to Microsoft Office 2007* Beth Brown, Elaine Malfas Jones, Jan Marrelli, 2007, Lawrenceville Press
- Blackboard Online Classroom: <http://walnutvalleyk12.blackboard.com>

Blackboard Login Information:

- Each student will be required to remember their username and password to log in to the Blackboard Online Classroom. Students will activate their usernames & passwords during the first week of class.
- To log into blackboard you simply access the login page by typing in <http://walnutvalleyk12.blackboard.com> in your internet browser. Next you enter your username and password. Once logged in, the IC3 class page will be located on the right in the section titled 'My Classes.'
- It is your responsibility to login daily for course information, assignments, and tests. If you do not login each day (at least Monday through Thursday) you will likely miss valuable information about the course. Work will be completed primarily in the computer lab.

Using Blackboard:

- Once you are logged in to the IC3 course, you will see the side navigation pane that you will use to access course information.
- Class Page: Displays an 'Announcements' section that will be used to communicate daily agendas to the students. It is mandatory that students check the 'Announcements' everyday Mon-Thu and it is optional Fri-Sun. Announcements include assignment due dates, testing times, discussions, class meetings or any other important information regarding the class.
- Black Board Content: Includes data files, assignments, visual aid presentations, vocabulary, chapter summaries and other course information. Discussion Board, Course Syllabus, Lectures, and Class Materials.
- All Assignments will be submitted electronically through blackboard.

Grading:

All assignments are assigned a point value. The points are totaled and a percentage is utilized to determine the student's final grade in the class.

Practices	20%	A = 90% and above
Exercises	20%	B = 80-89%
Tests/Case Tests	40%	C = 70-79%
Keyboarding	20%	D = 60-69%
Final	10%	F = 59% and below
Total:	100%	

Academic Dishonesty:

- Any form of copying, unfair use of materials, or claiming or misrepresenting the work of others as their own work is a violation of the Brahma Code, and against my personal belief.
- DBHS has a subscription to Turnitin.com Plagiarism Prevention. It is a proprietary system that instantly identifies papers containing unoriginal material and acts as a powerful deterrent to stop student plagiarism before it occurs. Recognized worldwide as the standard in online plagiarism prevention, Turnitin helps educators and students take full advantage of the internet's educational potential. Using Turnitin.com promotes originality in student work, improves student writing and research skills, and saves instructor time. After papers are submitted, the Turnitin system creates an Originality Report for each file. The originality report can determine if the paper is the student's original work or if it has been copied.

1st infraction Student will receive a zero score on the assignment and a referral to a GLC. Depending on the severity of the infraction, a parent conference may be held and/or the GLC may place the student on a cheating contract.

2nd infraction A second infraction after a contract has been issued will result in loss of points and may result in the student being removed from the class.

CONTACTING THE INSTRUCTOR

- Email is the preferred method for contacting the instructor: susher@walnutvalley.k12.ca.us
- Please email me if you have questions, concerns, or technical problems with the course. You may also contact me via telephone at (909) 594-1405 (x33222)

Unit (week)	Topic	Projects and Assessments	Resources and Supporting Materials
Week 2	Microsoft Office Basics	<ul style="list-style-type: none"> • Practices (p 4–28) • Review Questions 1-31 (p 33-34) • Selected exercises (p 35-42) • Test Ch 1 	<ul style="list-style-type: none"> • Text pages 1-42 (Chapter 1)
Week 4	Using a Word Processor	<ul style="list-style-type: none"> • Practices (p 47–67) • Review Questions 1-36 (p 72-73) • Selected exercises (p 74-83) • Test Ch 2 	<ul style="list-style-type: none"> • Text pages 43-84 (Chapter 2)
Week 6	Formatting Documents	<ul style="list-style-type: none"> • Practices (p 87–110) • Review Questions 1-37 (p 114-115) • Selected exercises (p 116-134) • Test Ch 3 	<ul style="list-style-type: none"> • Text pages 85-134 (Chapter 3)
Week 8	Advanced Formatting Features	<ul style="list-style-type: none"> • Practices (p 137–167) • Review Questions 1-31 (p 172-173) • Selected exercises (p 174-183) • Test Ch 4 	<ul style="list-style-type: none"> • Text pages 135-184 (Chapter 4)
Week 10	Using Spreadsheet	<ul style="list-style-type: none"> • Practices (p 188–220) • Review Questions 1-40 (p 225-226) • Selected exercises (p 227-242) • Test Ch 5 	<ul style="list-style-type: none"> • Text pages 185-242 (Chapter 5)
Week 12	Functions and Data Organization	<ul style="list-style-type: none"> • Practices (p 245–271) • Review Questions 1-31 (p 275-276) • Selected exercises (p 277-290) • Test Ch 6 	<ul style="list-style-type: none"> • Text pages 243-290 (Chapter 6)
Week 14	Creating Charts	<ul style="list-style-type: none"> • Practices (p 293–313) • Review Questions 1-15 (p 317) • Selected exercises (p 318-330) • Test Ch 7 	<ul style="list-style-type: none"> • Text pages 291-330 (Chapter 7)
Week 15	Creating Presentations	<ul style="list-style-type: none"> • Practices (p 504–521) • Review Questions 1-25 (p 525-526) • Selected exercises (p 527-536) • Test Ch 12 	<ul style="list-style-type: none"> • Text pages 499-536 (Chapter 12)
Week 16	Advanced PowerPoint Features	<ul style="list-style-type: none"> • Practices (p 540–556) • Review Questions 1-19 (p 559) • Selected exercises (p 560-564) • Test Ch 13 	<ul style="list-style-type: none"> • Text pages 537-564 (Chapter 13)
Week 17	Desktop Publishing	<ul style="list-style-type: none"> • Practices (p 568–590) • Review Questions 1-20 (p 594) • Selected exercises (p 595-602) • Test 14 	<ul style="list-style-type: none"> • Text pages 565-602 (Chapter 14)
Week 18	Culminating Project	<ul style="list-style-type: none"> • PowerPoint Presentation • Final Examination 	