T H E D E PA R T M E N T O F E D U C A T IO N O F T H E C I T Y O F N E W Y O R K

NEW UTRECHT HIGH SCHOOL

***1601 80th Street***

***718.232-2500 (Voice) Brooklyn, NY 11214 718.259-5526 (Fax)***

**Maureen A. Goldfarb Alan Benzaquen, Assistant Principal**

**Principal Art, Technology and CTE Department**

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**SYLLABUS for INTERNET and COMPUTING CERTIFICATION (IC3) COURSE**

The IC3 program is a comprehensive program designed to teach students Internet and Computer technology skills. Today, technology is an essential part of business, education, government and home communications.

This comprehensive global learning program offers students an opportunity to pursue IT curricula through instructor-led training and hands-on laboratory exercises. As a result, students can apply classroom learning to actual technology challenges, which ultimately prepares tomorrow's workforce for life-long learning opportunities.

**INSTRUCTOR**: Mr. J. Landy Room 222/407 718.232-2500 x 2220/4070

**TEXTBOOK**: *Computer Literacy Basics, A Comprehensive Guide to IC3*,

*Fifth Edition*, by Course Technology, Cengage Learning

**COURSE DESCRIPTION**: IC3 Basics, *Internet and Computing Core Certification* provides complete coverage of topics of the new Internet and Computing core certification (IC3) and is approved by Certiport Inc. IC3 topics are correlated in an appendix and on the pages where they are discussed. All objectives from the three modules are presented to provide preparation for the IC3 exams.

**COURSE CONTENT:** *The Computing Fundamentals* unit provides information on computing basics, including computer hardware and components, applications and operating system software, and social issues related to computing and technology.

*The Key Applications* unit focuses on software applications that learners use on a regular basis. Instruction is provided on word-processing, spreadsheet, database, and presentation software.

 *The Living Online* unit covers the concepts of computer networking, with comprehensive coverage of the Internet and the various services and resources it offers.

**SYLLABUS for INTERNET and COMPUTING CERTIFICATION (IC3) COURSE**

*(Continued)*

**NOTEBOOKS:** A notebook separate from other courses is required for daily notes, journals and labs. This notebook must have a sleeve for handouts, tests and returned work.

**GRADING:** Assessment: tests, quizzes, notebook, projects 70%

 Participation 15%

 Homework 15%

**LAB FACILITIES**: This completely equipped lab complies with all the requirements of CERTIPORT’s IC3 specifications.

**TESTS and QUIZES:** There are tests and quizzes given during each marking period reflecting the material studied in class.

Makeup exams for missed tests will be given only upon the presentation of valid absence notes from home or a doctor’s office.

**LATE WORK:** Late assignments will result in reduced assignment grades.
You are responsible for getting and making up any missed class work and assignments.

**REQUIREMENTS:** Students must be prepared for daily class with pen or pencil; a notebook for notes, journals, labs, and examinations; and a flash drive to record and transport student work.

**ATTENDANCE:** In accordance with the Chancellor’s Regulation, students must maintain a minimum attendance of 90%.

**CERTIFICATION:** At the satisfactory completion of each section and passing the required exam, students receive National Certificate from CERTIPORT Inc.