**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business Administration**

**BA 460 – Internet & Computing Core Certification (IC3)**

**Fall 2023**

**Instructor:** J. Bryant, Ph.D.

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| **Office:**  Business Education Building  | **Office Phone:** 662.254.3909 |
| **Email:** jjbryant@mvsu.edu |

**Days, Time and Location of Class Meeting:** Tuesday & Thursday 1:00p.m. – 2:15p.m.; Business Education Building Room 202.

**OFFICE HOURS:**

**Office Hours:** **Tuesday & Thursday:** 11:00p.m. – 1:00p.m.; 4:00p.m. -5:00p.m.

**Monday, Wednesday, & Friday:** 10:00a.m. - Noon **(Vial Chat or Conference)**

**(By Appointment Only)**

**Required Text:**

CCI Learning, IC3 Digital Literacy Global Standard 6 Certification Guide using Windows 10 & Microsoft 365

**Required Course Resources**

* Student Courseware
	+ MindTap (<https://ng.cengage.com>)
		- Full online eBook
* Certiport testing
	+ <http://certiport.com>
* Access to a reliable computer with Internet

**Course Description/Purpose/Overview**

**Catalogue Description:** (*3 credit hours*)

This course is designed for students prepares learners to master the basic requirements for all three IC3 Internet and Computing Core Certification exams and earn the globally accepted, validated credentials that employers or higher education institutions need when considering candidates. Computing Fundamentals, Key Applications and Living Online exams.

**Course Goals**

1. Provide critical entry-level skills needed to succeed in environments that require the use of computers and the Internet.
2. Enhance student’s expertise in the use of software applications.
3. Provide the foundation necessary to further enhance productivity and marketability with other certifications.
4. Prepare students with tools to succeed in their academic experience and career endeavors.
5. Validate business/industry-recognized credential (IC3) for employment in emerging fields.
6. Provide students with a competitive edge in the emerging technological job market.

**Expected Student Learning Outcomes**

At the end of this course students will be able to sit for the IC3 core certification:

1. Demonstrate skills needed for working in an Internet or networked environment – **Living Online**.
2. Demonstrate a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting – **Computing Fundamentals**.
3. Demonstrate proficiency of using Microsoft Office applications (Word, Excel, PowerPoint) – **Key Applications**.

**Course Requirements/ Format/ Activities, etc.**

The course will include lectures, discussions, demonstrations and hands-on practice. The online IC3 practice test will be provided by the Business Department to help students prepare and pass the IC3 exams. This practice test provide unlimited use to students and simulates the IC3 exam experience, familiarizing students with the types of exam questions that will be covered on the test.

**NOTE:** The IC3 core certification can only be taken in MVSU Business Department which is an authorized testing center. Dates given by the instructor when each exam will be taken.

**Performance Evaluation:**

**Grading**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **MODULE** | **POINTS** |
| **Aug. 21 – Sept. 22** | **Overview of Course** |  |
| **PreTest ( *Not included in final grade*)** | **75** |
| **Module 1****Computing Fundamentals** **Lessons 1-7** | **Practice** |
| **Computing Fundamental IC3 PreTest** | **Practice** |
| **Exam (September 28, 2023)*** **Sit for Computing Fundamental Exam**
* **Retake exam if necessary, otherwise exam score will be calculated on minimum exam score**

**B = 699 C = 629 D = 559** | **700 – Passing** |
| **Sept. 25 – Oct. 20** | **Module 2 – Key Applications****Chapters include 11-24** | **Practice** |
| **Key Applications IC3 PreTest** | **Practice** |
| **Exam (October 26, 2023)*** **Sit for Key Applications Exam**
* **Retake exam if necessary, otherwise exam score will be calculated on minimum exam score**

**B = 699 C = 629 D = 559** | **700 – Passing** |
| **Oct. 30 – Nov. 17** | **Module 3 – Living Online****Chapters include 25-31** | **Practice** |
| **Living Online IC3 PreTest** | **Practice** |
| **Exam (Nov 29, 2023)*** **Sit for Living Online Exam**
* **Retake exam if necessary, otherwise exam score will be calculated on minimum exam score**

**B = 619 C = 557 D = 495** | **620 – Passing** |
| **Dec. 4-6** | **Pre/Post Test (*Not included in final grade*)** | **75** |
| **Retake****Dec. 11-Dec. 15** | **Any Exams not passed** |  |

**Grade Determination**

**IC3 Core Certification (If passes, students will be exempt from additional coursework, otherwise exam scores will be calculated on minimum score)**

|  |  |
| --- | --- |
| **Exam** | **Minimum Required Score** |
| Computing Fundamentals | 699 |
| Key Applications | 699 |
| Living Online  | 619 |

|  |  |
| --- | --- |
| **SKILLS** | **POINTS** |
| **Attendance and Class Participation** | **100** |
| **Computing Fundamentals** | **699** |
| **Key Applications** | **699** |
| **Living Online** | **619** |
| **Total** | **2117** |

**Final Grading Scale**

**A = All parts of IC3 Exam passed**

**B = 1693 and above**

**C= 1482 -1692**

**D= 1270 -1481**

**Grade Appeals (Optional)**

Any student who believes that s/he has been graded unfairly, even after talking with me about the grade, may appeal that grade by following University procedures as explained in the Student Handbook. Please keep records of all graded assignments and make all appeals in writing with the proper documentation. It is the student’s responsibility to prove that s/he has been graded unfairly.

**Attendance and Participation Policy:**

Regular and punctual attendance is required and strongly suggested in all credit generating classes. I suggest that you make every class meeting and be on time. Students must comply with class attendance policies set by individual faculty members and complete all work required for each course.

When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

Students may obtain an official excuse from class from the Office of the Vice President for Student Affairs, due to an emergency (illness, accidents, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University. Official excuses must be presented to the instructor within seven days from the date of the absence in order for students to make up any work missed.

**Email:** Please use **CANVAS email** to reach me. I will respond to your questions or concerns with 24 to 48 hours of receiving your email message.

**Special Needs and Accommodations**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

**Mrs. Kathy Brownlow/ ADA Coordinator
Social Science Building Office 105
Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu.**

**Academic Integrity:**

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F ” The University’s academic honesty and plagiarism are enforced in this course.

**Cell Phone Policy:**

All cell phones, I-pods, MP3 players, etc. are to be placed on the upper right side of your desk on “silent” or in the “Off” position. You may view who is texting or calling and if it is an emergency (child/parent), you are free to leave the classroom and return the call. However, if your cell phone rings during class, or you are texting during class time, you will be asked not to bring it back to class or leave in on my desk for the duration of the class. Please do not walk in class with your earbuds in your ear.

***NOTE: This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus***