Bergen Community College
Division of Business, Math & Social Science

Information Technology
Course Syllabus

Course Title:
INF-107 Mini-Computer Operations

Credits/Hours:
3 credits/2 hours lecture, 2-hour lab.

Course Description:
This course introduces the student to data processing operations. It will introduce and cover basic aspects of the iSeries (AS/400) midrange computer. Topics will include the operating system environment; keyboard usage; signing on: messaging, using the on-line help facilities; directing and controlling printed output; using the text editor and system utility programs. The course will include modules on creating and using queues; working with user profiles; entering source code; compiling programs, and simple debugging. OS/400 and CL (Control Language) will be introduced.

Textbooks and Supplies:
See course outline

<table>
<thead>
<tr>
<th>Student Learning Objectives</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>1. Match a list of mini-computer components with their function and state the limitations of each component.</td>
<td>Written exam</td>
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<td>2. Use on-line help systems to obtain information about performing tasks.</td>
<td>Lab activity</td>
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<td>3. Use the operating system to create and manipulate objects, libraries, and members.</td>
<td>Lab activity</td>
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<td>4. Edit using the Source Entry Utility.</td>
<td>Lab activity</td>
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<td>5. Create and test Control Language programs.</td>
<td>Lab activity</td>
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<td>6. Create and compare physical and logical files</td>
<td>Lab activity</td>
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<tr>
<td>7. Use the minicomputer to retrieve selected data sets and generate reports.</td>
<td>Lab activity</td>
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College Competencies:

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<th>Student Learning Objective:</th>
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<tbody>
<tr>
<td>1. COMMUNICATION—Students will read, write, speak, and listen effectively</td>
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<tr>
<td>2. TECHNOLOGICAL AND INFORMATION LITERACY—Students will demonstrate computer literacy, and will be able to retrieve, organize, and analyze information using both technological and traditional means.</td>
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Course Content:
See course outline

Assessment:
An average of 60% from combined assessment measures is required to demonstrate a basic proficiency in course material.

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<tr>
<td>Exams</td>
<td>75%</td>
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<tr>
<td>Lab assignments, homework, and class participation</td>
<td>25%</td>
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Testing:
Students are required to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be worked out in advance with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.

The instructor can be reached by telephone (see course outline for appropriate phone number), e-mail, or written note left in the Divisional Office (during the day) A-306C or the Evening Office L-113. If there are extreme circumstances (documentation may be required) that prevent a student from taking a test according to the published schedule, use one of the above options to contact the instructor before the next class. An arrangement for a special testing schedule is solely at the discretion of the instructor. A student who waits for the next class session to speak with the instructor will not be accommodated with a special test schedule.

The use of electronic devices during exams is prohibited. Any student using an electronic device during an exam (unless directed to do so by the instructor) will receive a 0 for the exam.

Laboratory Work:
Laboratory assignments involve hands-on procedures that show the instructor that the student can competently perform assigned functions and procedures. It is important that the student attend all lab sessions. The student should read the scheduled assignment in the text prior to coming to lab class.

The lab assignments are required for grading. They must be completed on the assignment due date. All lab assignments should be completed and turned in to the instructor for evaluation.

Lab assignments should be completed when they are scheduled. The student should complete any unfinished work during open time labs or during the next scheduled lab.

The College provides all the computer equipment, software, and tools needed to complete the lab assignments. The equipment may only be used to complete assigned work – it should not be used to
personal or non-course related work. None of the materials provided are to be misused or removed from the lab. All the software being used is covered United States copyright law, and under no condition can the illegal copies be made of the software used in the lab.

A students’ personal safety is a paramount consideration. When performing assigned lab work, all students are expected to adhere to the safety guidelines and instructions provided.

Homework:
In addition to any homework assignment given during class, it is a standing assignment that the student read each chapter of the book prior to its discussion. Following the class discussion, the student should reread the material and work with the exercises throughout the text. It is anticipated that students will spend at least 4-hours per week reading the text and working with the exercises and supplemental resources.

Policies:
• Attendance: You are expected to attend all classes. Frequent or numerous absences will have an adverse effect on your learning, and will have an adverse effect upon your grade. If you are absent, you should communicate with the instructor as soon as possible by telephone, by leaving a voice mail message, or by e-mail. The instructors’ telephone number, with voice mail, and the instructors’ e-mail address are provided on the course outline.
• Lateness: The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.
• Participation: All students are expected to participate in class discussions. The content expressed in a students’ participation will not be graded, so all students are expected to be involved class discussions or question and answer periods. The degree of a students’ participation is an aspect that will be considered in the overall grading.
• The student must adhere to all college polices. Due to the nature of this course, it is recommended that the student review the policy titled “Acceptable Information Technology Use at Bergen Community College”.
• The use of portable electronic devices such as pagers and cell phones is not permitted while class is in session. Please be sure to silence electronic devices before entering class.
• The use of audio CD or tape players, radios, and college computers to play music during class is prohibited.
• Students are expected to demonstrate listening, reading, note taking, and writing skills. The student will need to take notes during class discussions and understand and follow verbal and written directions. All assignments and correspondence with the instructor (including e-mail) must be well written in full sentence format. Proper paragraph format must be used for all postings to the student bulletin board (if applicable).
• The subject line of all e-mail correspondence to the instructor must contain the course number and section and student’s name. Any e-mail received without this information will not be opened.
• Plagiarism in any form will be treated as a failure to complete an assignment. All work submitted should reflect individual effort by the student.
• In borderline cases that arise in almost every class each semester a student’s attendance, class participation, attitude, and observed effort will be considered in helping to determine the student’s final grade.
If the instructor does not appear after 20 minutes following the scheduled starting time, students should prepare an attendance list. One volunteer member needs to deliver the list, containing the course title, date, and instructor's name, to the Divisional Office (A-306C) for classes scheduled during the day or the Evening Office, located in room L-113.

**Individual instructors may distribute additional policy and assessment information.**