Bergen Community College
Information Technology Department
Course Syllabus (combined with Course Outline)

Course Title:
INF-101 Introduction to Information Technology

Instructor:
Faculty Web-Site:
Course Web Site:  http://moodle.bergen.edu/
E-mail:
Telephone with Voice Mail:
Office:
Office Hours:

Credits/Hours:
3 credits/2 hours lecture, 2-hour lab
Credit-by-Exam available (see Testing Center)

Course Description:
This course focuses on computing tools, processes, and applications and their appropriate use in society. Topics include hardware, software, the Internet and web, communications and networking, and the effective use of related tools. Labs will provide hands-on activities relating to the course content. Students will work in an online learning system. 2 lectures, 2 labs, 3 credits.

Course Content Summary:
The focus of this course is on technology concepts and the use of computers as an academic and professional tool. The course provides students with the opportunity to read, write, think critically, analyze, communicate and present. Conceptual topics include the Internet and web basics, hardware and software fundamentals, system and application software, social networking, computer networking and communication systems, and data security. Students develop hands-on skills using software applications for word processing, spreadsheets, presentations, and data management. By requiring students to work in an online course management system, INF-101 increases their ability to succeed in future online, hybrid, and web-enhanced courses offered throughout their academic and professional careers. All instructors cover the same course content and follow the same format.

Textbooks and Supplies:
ISBN: 978-0-76384-436-3 – textbook bundle from Paradigm Publishing containing the following:

Additional Supplies:
- Headphones
- USB Flash Drive
- Notebook and writing utensil
<table>
<thead>
<tr>
<th>Student Learning Objectives</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>1. Match a core list of terms to their definitions</td>
<td>Written Exam</td>
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<td>2. Identify the components of computing devices and their functions</td>
<td>Written Exam</td>
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<td>3. Identify hardware and software tools that solve a specified problem</td>
<td>Written Exam / Lab Activity</td>
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<td>4. Conduct online searches, analyze results and use the content in an effective manner</td>
<td>Lab Activity</td>
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<td>5. Use system and application software to solve specified problems</td>
<td>Lab Activity</td>
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<td>6. Work securely and ethically</td>
<td>Lab Activity</td>
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<td>7. Communicate effectively</td>
<td>Lab Activity</td>
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<tr>
<td>8. Work effectively in an online learning system</td>
<td>Lab Activity</td>
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</tbody>
</table>

### College Competencies:

- **TECHNOCAL AND INFORMATION FLUENCY** — Students will demonstrate computer fluency, and will be able to retrieve, organize, analyze, and evaluate information using both technological and traditional means.  
  - Student Learning Objective: 1-8
- **CRITICAL THINKING** — Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.  
  - Student Learning Objective: 3, 4, 6
- **COMMUNICATION** — Students will read, write, speak, and listen effectively.  
  - Student Learning Objective: 7
- **PERSONAL SKILLS** — Students will demonstrate an awareness of ethics, values, and personal responsibility, and an ability to understand and manage themselves and their commitments.  
  - Student Learning Objective: 6
- **CIVIC RESPONSIBILITY** — Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.  
  - Student Learning Objective: 4, 6

### Assessment:

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

**Textbook Material:** 60%
- Exams
- Quizzes and Student Participation (at instructor’s discretion)

**Lab Material:** 40%
- Tests
- Laboratory assignments

**Total:** 100%

### Quizzes:

There may be announced and unannounced quizzes offered throughout the semester. A quiz cannot be made up if missed. A student entering class late, after a quiz has begun, will not be entitled to extra time to complete the quiz. Students entering class after a quiz is completed will not be permitted to take the quiz.

### Testing:

Students **are required** to take exams on the day and time they are scheduled. If special circumstances require an exam 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 and the student should plan to take the optional cumulative final exam.
The instructor can be reached by telephone (see course outline for appropriate phone number), or email, or a written note can be left in the Divisional Office (during the day) A-306C or in the Evening Office L-113. If there are extreme circumstances (documentation may be required) that prevent a student from taking an exam according to the published schedule, the student should 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 exam schedule.

It is the student’s responsibility to finish an exam correctly and completely and to submit it in the form designated by the instructor whether it is in electronic and/or hard copy form.

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.

Assignments:
Laboratory assignments and projects are hands-on productions that show the instructor that the student can competently use specified software. Some lab work will be required for grading and must be submitted when due. Acceptance of late laboratory work is solely at the discretion of the instructor.

In addition to any homework assignment given during class, it is a standing assignment that the student read each unit assigned. 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 six hours per week outside the classroom working on course-related material.

Policies:
- 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.
- 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 is not permitted while class is in session except as directed by the instructor. Please be sure to silence electronic devices before entering class.
- The use of 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 email) must be well-written in full sentence format. Proper paragraph format must be used for all postings to the student bulletin board (if applicable).
- Students are expected to exhibit appropriate college-level classroom behavior at all times.
- All course-related correspondence must be conducted using the online learning system’s mail tool and must have an appropriate subject specified in the subject-line. In the event the online learning system’s mail tool is unavailable, the student may reach the instructor using real-world email. The subject line of all real world email correspondence must contain the course number, section, and student’s name. Any real world email received without this information will not be opened.
- Plagiarism in any form will be treated as a failure to complete an assignment and may be subject to disciplinary action by the college. All work submitted should reflect the individual effort by the student.
In borderline cases that may arise, 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 generate an attendance list. One volunteer member needs to deliver the list, containing the course title, date, and instructor’s name, to the Evening Office (L-113) or to the Divisional Office (during the day) A-306C.

Additional policy and assessment information may be distributed by individual instructors.
<table>
<thead>
<tr>
<th>Week (Approx)</th>
<th>Dates</th>
<th>Tutorials and Assignments*</th>
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<tbody>
<tr>
<td>Week 1 and Week 2</td>
<td>9/7 - 9/18</td>
<td><strong>Course Introduction</strong></td>
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<td><strong>ODW Chapter 1: Digital Technologies: Exploring a Wealth of Possibilities</strong></td>
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<td><strong>Do all CORE Activities (SNAP):</strong></td>
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<td>Take a Survey</td>
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<td>Podcast: Will Computers Help Us Live Forever</td>
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<td>Activity 1.2.1: What makes up a computer system?</td>
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<td>Activity 1.3.1: What computer jobs has the Web produced?</td>
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<td>Activity 1.4.1: What are the various types of RAM?</td>
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<td>Activity 1.4.2: What is the machine cycle?</td>
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<td><strong>Do Concepts Check Activities (SNAP):</strong></td>
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<td>Concepts Check 1.1 Multiple Choice</td>
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<td>Concepts Check 1.2 Word Puzzle (You may want to do this crossword puzzle, last)</td>
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<td>Concepts Check 1.3 Matching</td>
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<td>Concepts Check 1.4 Label It</td>
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<td>Concepts Check 1.5 Arrange It</td>
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<td><strong>Do Quiz Chapter 1 (Moodle)</strong></td>
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<td><strong>Do Podcast Quiz Chapter 1 (Moodle)</strong></td>
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<td><strong>Guidelines – Watch the videos and DO all tasks in specified module</strong></td>
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<td><strong>Module 0: Your Digital Toolkit</strong></td>
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<td>Do the tasks in Chapters 1-3</td>
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<td><strong>Module 1 Computing Essentials</strong></td>
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<td>Read and review the terms</td>
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<td><strong>Module 2: Microsoft Windows 7</strong></td>
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<td>Do EOM activity (provided by your instructor): Copy student data files to your flash drive and create working folders for the semester</td>
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<td><strong>Module 3: Internet Basics</strong></td>
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<td>Do EOM activities (provided by your instructor): Compare results using various search engines; Vanity search</td>
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<td><strong>Working with Software</strong></td>
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<td>Introduction to SNAP</td>
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<td>Working with a USB flash drive</td>
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<td><strong>Submit to Moodle:</strong></td>
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<td>Module 2 Windows 7 EOM activity</td>
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<td>Module 3 Internet EOM activities</td>
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<td>Week (Approx)</td>
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<td>Tutorials and Assignments*</td>
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| Week 3 and Week 4 | 9/19 – 10/02 | **ODW Chapter 2: The Internet, Gateway to a World of Resources**  
Do all CORE Activities *(SNAP)*:  
Take a Survey  
Podcast: The Future of Online Advertising  
Activity 2.2.1: If anyone can post content to the Web, who manages the Web and in what ways?  
Activity 2.2.3: How is Web 2.0 changing our world?  
Activity 2.3.1: Why choose one Internet connection method over another?  
Activity 2.4.1: How do servers interpret URLs?  
Activity 2.5.1: What is copyright?  
Activity 2.5.2: How and why is the deep Web hidden from us?  
Activity 2.6.1: What are the differences among the three kinds of e-commerce?  
Activity 2.7.1: How are email messages sent and received?  
Activity 2.7.2: How does VoIP work?  
**Do Concepts Check Activities *(SNAP)*:**  
Concepts Check 2.1 Multiple Choice  
Concepts Check 2.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 2.3 Matching  
Concepts Check 2.4 Label It  
Concepts Check 2.5 Find the Connection  
**Do Quiz Chapter 2 *(Moodle)***  
**Do Podcast Quiz Chapter 2 *(Moodle)***  
**Guidelines – Watch the videos and DO all tasks in specified modules**  
**Module 4: Microsoft Office 2010 Suite Overview**  
**Module 5 Microsoft Word 2010** – Do all end of chapter (EOC) activities  
Chapter 1: Creating Documents  
Chapter 2: Formatting Documents  
Chapter 3: Working with Tables and Objects  
Chapter 4: Polishing and Publishing Your Documents  
**Word Assessment Practice**  
Do the end of module (EOM) projects – submission not required  
**Exam 1 – Chapters 1 & 2 *(Moodle)***  
Exam must be taken during the specified EXAM timeframe. |
## Week-by-Week Outline

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<tr>
<th>Week (Approx)</th>
<th>Dates</th>
<th>Tutorials and Assignments*</th>
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</table>
| Week 5 and Week 6 | 10/03-10/16 | **Word Assessment (SNAP)**  
This assessment must be completed during the specified timeframe.  
**ODW Chapter 3: Computer Hardware and Peripherals**  
**Do all CORE Activities (SNAP):**  
Take a Survey  
Podcast: Can You Future-Proof Your New PC?  
Activity 3.2.1: How does a multicore processor system work?  
Activity 3.2.3: What devices can be built into your computer to enable communications?  
Activity 3.3.1: How do touch screens in computers and cell phones work?  
Podcast: Can You Future-Proof Your New PC?  
Activity 3.4.1: What affects your computer’s speed?  
**Do Concepts Check Activities (SNAP):**  
Concepts Check 3.1 Multiple Choice  
Concepts Check 3.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 3.3 Matching  
Concepts Check 3.4 Label It  
Concepts Check 3.5 Label It  
**Do Quiz Chapter 3 (Moodle)**  
**Do Quiz Podcast Quiz Chapter 3 (Moodle)**  

**Guidelines – Watch the videos and DO all tasks in specified module**  
**Module 6 Microsoft Excel 2010** – Do all end of chapter (EOC) activities  
Chapter 1: Creating an Excel Workbook  
Chapter 2: Working with Formulas and Functions  
Chapter 3: Formatting Cells  
Chapter 4: Working with Charts
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<th>Week (Approx)</th>
<th>Dates</th>
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| Week 7 and Week 8 | 10/17-10/30 | **ODW Chapter 4: System Software, The Control Center of Your Computer**  
**Do all CORE Activities (SNAP):**  
Take a Survey  
Activity 4.1.1: How has Windows evolved into the feature-rich program of today?  
Activity 4.2.1: What types of tasks does network operating software handle?  
Podcast: Reinventing Windows?  
Activity 4.3.1: What features does the latest version of Windows offer?  
Activity 4.4.1: What is 3G?  
**Do Concepts Check Activities (SNAP):**  
Concepts Check 4.1 Multiple Choice  
Concepts Check 4.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 4.3 Matching  
Concepts Check 4.4 Label It  
Concepts Check 4.5 Label It  
Concepts Check 4.6 Arrange It  
**Do Quiz Chapter 4 (Moodle)**  
Do Podcast Quiz Chapter 4 (Moodle)  
**Guidelines – Watch the videos and DO all tasks in specified module**  
**Module 6 Microsoft Excel 2010**  
**Excel Assessment Practice**  
Do the end of module (EOM) projects – submission not required  

**Exam 2 – Chapters 3 & 4 (Moodle)**  
Exam must be taken during the specified EXAM timeframe.  
**Excel Assessment (SNAP)**  
This assessment must be completed during the specified timeframe. |
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<tr>
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<tr>
<td>Week 9</td>
<td>10/31-11/06</td>
<td><strong>ODW Chapter 5:</strong> Application Software, The Key to Digital Productivity</td>
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<td>1 week for this unit</td>
<td>Do all CORE Activities (SNAP):</td>
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<td>Take a Survey</td>
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<td>Activity 5.2.1: How can software help you learn?</td>
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<td>Activity 5.3.1: How do I access my software using cloud computing?</td>
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<td>Activity 5.3.2: How did the open source movement evolve?</td>
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<td>Podcast: Will Paying for Software Become a Thing of the Past?</td>
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<td>Activity 5.4.1: How do I import from Word into PowerPoint and then from PowerPoint into Word?</td>
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<td>Activity 5.4.2: How do you identify the format that a file is saved in?</td>
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<td><strong>Do Concepts Check Activities (SNAP):</strong></td>
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<td>Concepts Check 5.1 Multiple Choice</td>
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<td><strong>Do Quiz Chapter 5 (Moodle)</strong></td>
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<td><strong>Do Podcast Quiz Chapter 5 (Moodle)</strong></td>
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<td><strong>Guidelines – Watch the videos and DO all tasks in specified module</strong></td>
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<td><strong>Module 7 Microsoft Access 2010</strong> – Do all end of chapter (EOC) activities</td>
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<td>Chapter 1: Working with Databases</td>
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<td>Chapter 2: Using Forms and Tables</td>
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<td>Chapter 3: Working with Queries ad Reports</td>
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<td>Week (Approx)</td>
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<td>Tutorials and Assignments*</td>
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| Week 10 and Week 11 | 11/07-11/22, 2 ½ weeks | **ODW Chapter 6: Communications and Network Technologies, Connecting Through Computers**  
**Do all CORE Activities (SNAP):**  
Take a Survey  
Activity 6.2.1: What happens when you send a message over a network?  
Activity 6.3.1: How does infrared technology work?  
Podcast: Networking in Space  
Activity 6.4.1: What are SMTP, POP, and IMAP?  
Activity 6.5.1: What’s the role of a hub and switch in a star network?  
Activity 6.6.1: How do I set up a wireless home network?  
Activity 6.7.1: What is the difference between a hardware and a software firewall?  
Activity 6.8.1: How can cloud computing save businesses money?  
**Do Concepts Check Activities (SNAP):**  
Concepts Check 6.1 Multiple Choice  
Concepts Check 6.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 6.3 Matching  
Concepts Check 6.4 Label It  
Concepts Check 6.5 Label It  
Concepts Check 6.6 Matching  
**Do Quiz Chapter 6 (Moodle)**  
**Do Podcast Quiz Chapter 6 (Moodle)**  
**Guidelines – Watch the videos and DO all tasks in specified module**  
**Access Assessment Practice**  
Do the end of module (EOM) projects – submission not required  
**Exam 3 – Chapters 5 & 6 (Moodle)**  
Exam must be taken during the specified EXAM timeframe.  
**Access Assessment (SNAP)**  
This assessment must be completed during the specified timeframe. |
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<th>Week (Approx)</th>
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| Week 12 and Week 13 | 11/28-12/11 | **ODW Chapter 7: The Social Web, Opportunities for Learning, Working, and Communicating**  
**Do all CORE Activities (SNAP):**  
Take a Survey  
Activity 7.2.1: How can TweetDeck help you organize your communications?  
Activity 7.3.1: When do blogs go beyond words?  
Activity 7.4.1: How are businesses using social networking?  
Activity 7.5.1: How are people using social bookmarks?  
Activity 7.6.1: What is the difference between wikis, blogs, and microblogs?  
Activity 7.7.1: How do you share video online?  
Podcast: The Social Web Driving Commerce  
**Do Concepts Check Activities (SNAP):**  
Concepts Check 7.1 Multiple Choice  
Concepts Check 7.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 7.3 Matching  
Concepts Check 7.4 Arrange It  
**Do Quiz Chapter 7 (Moodle)**  
**Do Podcast Quiz Chapter 7 (Moodle)**  

**Guidelines – Watch the videos and DO all tasks in specified module**  
**Module 8 Microsoft PowerPoint 2010** – Do all end of chapter (EOC) activities  
Chapter 1: Creating a Presentation  
Chapter 2: Working with Slide Masters and Handouts  
Chapter 3: Adding Visual Elements and Sound  
Chapter 4: Completing, Running, and Sharing Your Show  

**Guidelines – Watch the videos and DO all tasks in specified module**  
**PowerPoint Assessment Practice**  
Do the end of module (EOM) projects – submission not required  
**Module 9 Integrating Word, Excel, Access, and PowerPoint**  
Do EOM activity (provided by your instructor)
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<th>Week (Approx)</th>
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| Week 14      | 12/12-12/18 | **ODW Chapter 8: Digital Defense, Securing Your Data and Privacy**  
**Do all CORE Activities (SNAP):**  
Take a Survey  
Podcast: Preparing for Cyber Attacks of the Future  
Activity 8.2.1: How are botnets used on the Internet?  
Activity 8.3.1: What risks are involved in using Bluetooth?  
Activity 8.4.1: How does encryption work?  
Activity 8.5.1: How do you use digital certificates and digital signatures to protect data in transit?  
**Do Concepts Check Activities (SNAP):**  
Concepts Check 8.1 Multiple Choice  
Concepts Check 8.2 Word Puzzle (You may want to do this crossword puzzle, last)  
Concepts Check 8.3 Matching  
Concepts Check 8.4 Label It  
Concepts Check 8.5 Label It  
**Do Quiz Chapter 8 (Moodle)**  
**Do Podcast Quiz Chapter 8 (Moodle)** |
|              |             | **PowerPoint Assessment (SNAP)**  
This assessment must be completed during the specified timeframe. |
| Week 15      | 12/19-12/23| **Exam4 – Chapters 7 & 8 (Moodle)**  
Exam must be taken during the specified EXAM timeframe.  
**Exam 5 – Chapters 1-8 (Cumulative Exam) (Moodle)**  
Exam must be taken during the specified EXAM timeframe. |

*Activities, Assignments, and Assessments may be modified based upon time constraints*