Bergen Community College
Information Technology Department
Course Syllabus

Course Title:
INF-102 Introduction to Computing
Credits/Hours:
1 credit/ 2-hour labs
Course Description:

This course focuses on the fundamental topics of modern computing and their security implications. Topics include current and emerging technologies across a broad spectrum of computing environments. Labs will provide hands-on activities relating to the course content. 2 labs, 1 credit.

Textbooks and Supplies:
See course outline

Student Learning Objectives	Assessment Measures
1. Code, test, and execute a computer program	Lab Activity
2. Apply problem solving skills and algorithmic design to convert a word problem into a computer program	Lab Activity Quiz
3. Use critical thinking to determine cybersecurity implications across computing technologies	Lab Activity Quiz
4. Create a web page	Lab Activity
5. Work productively, collaboratively, securely, and ethically using digital applications.	Lab Activity, Project
6. Communicate effectively and safely using digital collaboration tools	Lab Activity
7. Match a core list of terms to their definitions.	Quiz
College Competencies:	**Student Learning Objective:**
TECHNOLOGICAL 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.	1-7
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.	2,3, 5-7
COMMUNICATION—Students will read, write, speak, and listen effectively using technical vocabulary.	6
PERSONAL SKILLS—Students will demonstrate an awareness of ethics, values, and personal responsibility, and an ability to understand and manage themselves and their commitments.	5, 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.	5, 6

Course Content:
See course outline

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

A combination of lab assignments, projects, and quizzes will be submitted for grading.

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 complete each **assessment** on the day and time it is scheduled. If special circumstances require an assessment schedule adjustment, this must be *worked out in advance* with the instructor. If a student misses an **assessment** (except for prearranged circumstances with the instructor) a zero grade will be assigned.
The instructor can be reached using college's online learning system's mail tool, by *telephone* (see course outline for appropriate phone number) **or** *email*. If there are extreme circumstances (documentation may be required) that prevent a student from taking an **assessment** 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 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 **assessment** schedule.
It is the student's responsibility to complete each assessment 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 assessments is prohibited. Any student using an electronic device during an **assessment** (unless directed to do so by the instructor) will receive a 0.

Assignments:
Laboratory assignments and projects are hands-on productions that show the instructor that the student can competently use the specified software/hardware. 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 prior to attending the related class meeting. Following the class discussion, the student should reread the material and work with the exercises throughout the reading.
It is anticipated that students will spend at least two 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 computers to play music during class is prohibited except as directed by the instructor.

- 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 discussion forum (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 Bergen email. The subject line of all Bergen email correspondence must contain the course number and section and student's name. Any email received without this information will not be read.

- **Plagiarism in any form will be treated as a failure to complete an assignment or assessment and may be subject to disciplinary action by the college. All work submitted should reflect 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 Adjunct Lounge (C-107) or to the Divisional Office (during the business hours) B-302.

Additional policy and assessment information may be distributed by individual instructors.