

**Bergen Community College**  
**Division of Business, Math & Social Science**

**Course Syllabus**  
**Information Technology**

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**Course Title:**

INF-114 Microsoft Office

**Credits/Hours:**

3 credits/2 hours lecture, 2-hour lab.

**Course Description:**

INF-114 Microsoft Office uses project based exercises to teach the fundamentals of the Microsoft Office suite - specifically, Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), and Outlook (e-mail and calendar). Labs will include exposure to web development using the suite.

**Textbooks and Supplies:**

See course outline

<b>Student Learning Objectives</b>	<b>Assessment Measures</b>
1. Locate acceptable material on the Internet and use the content in an appropriate manner.	Lab Activity
2. Create, edit, save, print, and apply basic layout features to a word-processed document.	Lab Activity & Performance Measures
3. Create, edit, save, print, and use simple calculations in an electronic spreadsheet. Graph data using an electronic spreadsheet.	Lab Activity & Performance Measures
4. Use a spreadsheet to manage data	Lab Activity & Performance Measures
5. Create, edit, save, print, and present an electronic slide presentation.	Lab Activity & Performance Measures
6. Create, edit, save, and print tables, queries, and reports using an electronic database.	Lab Activity & Performance Measures
7. Create, edit, print and send e-mail messages using an e-mail client	Lab Activity
8. Create, edit, and print appointments using an electronic calendar	Lab Activity

College Competencies:	Student Learning Objective:
1. <b>TECHNOLOGICAL AND INFORMATION FLUENCY</b> — Students will demonstrate computer fluency, and will be able to retrieve, organize, analyze, and evaluate information using both technological and traditional means.	1-8
2. <b>COMMUNICATION</b> – Students will read, write, speak, and listen effectively.	5

**Course Content:**

See course outline

**Assessment:**

An average of 60% from all the assessment measures is required to demonstrate minimum proficiency in the course content.

SAM Exams, Office production lab tests, and Laboratory exercises 100%

Quizzes, Extra credit homework, and Student Participation (at the Instructor’s discretion) Bonus Points

Total: 100% + Bonus Points if available

**Exams and Tests:**

Students **are required** to take examinations and tests on the days and times they are scheduled. If special circumstances require an exam or 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.

**Quizzes:**

There may be several quizzes given at the beginning of random or pre-selected classes. The quiz material will be based upon the prior lectures and labs and/or the reading assignments. During the semester, the quiz points may be used to calculate “bonus” points. These “bonus” points would then be used to increase the student’s semester average. 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.

The instructor can be reached by **telephone** (see course outline for appropriate phone number), **e-mail, 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 or a test 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 test schedule.

It is the student’s responsibility to finish the quizzes, exams and tests correctly and completely. If quizzes are given and computer Scantron forms are used as answer sheets, the student **must use** a Number 2 lead pencil and erase all stray marks completely. The burden of proper erasure **is at the time the quiz is taken..** Once the quizzes are returned to the students, there will be **no grade adjustments** made due to inappropriate completion of the response form.

### **Laboratory and Homework:**

Laboratory assignments are hands-on productions that show the instructor that the student can competently use specified software. It is important that the student attend all lab sessions. The student should read the scheduled assignment in the lab text prior to coming to lab class.

It is anticipated that students will spend at least four hours per week in the free-time computer room perfecting their skills and completing their lab assignments. The lab work assigned in class and for homework is used as the primary method for learning the Office skills that make up the content of the course. They must be submitted on the assignment due dates, and ***cannot be handed in late***. Acceptance of late laboratory assignments is solely at the ***discretion of the instructor***.

### **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 policies. 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 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.**