

**Information Technology Department
INF-119 Document Processing
Course Syllabus**

Course Title:

INF-119 *Document Processing*

Credits/Hours:

3 credits/2 hours lecture, 2-hour lab

Course Description:

Document Processing uses project based exercises to teach document production using word processing software. The touch typing method of keyboarding is introduced and used to aid productivity. Labs will provide hands-on activities relating to the course content. 2 lectures, 2 labs, 3 credits.

Textbooks and Supplies:

See course outline

Student Learning Objectives	Assessment Measures
1. Use the touch typing method when creating documents.	Lab Activity & Lab Project
2. Create, format, and edit a document for academic use such as a research paper.	Lab Activity & Lab Project
3. Create, format, and edit a document for professional use such as a business letter.	Lab Activity & Lab Project
4. Create, format, and edit a document for personal use such as a resume	Lab Activity & Lab Project
5. Given a task, select and use the appropriate functionality of word processing software to enhance productivity in an office.	Lab Activity & Lab Project

College Competencies:	Student Learning Objective:
Technological and Information Fluency – Students will demonstrate computer literacy, and will be able to retrieve, organize, and analyze information using both technological and traditional means	2-4
Personal Skills – Students will demonstrate an awareness of ethics, values, and personal responsibility, and an ability to understand and manage themselves and their commitments.	1-4
Applied Knowledge - Students will demonstrate an understanding of, and apply, bodies of knowledge within and across disciplines	4

Course Content:

See course outline

Assessment:

Lab Tests: touch type method 30%
 Lab Tests and Projects: word processing 70%

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), **email, or a written note** can be left in the Divisional Office (during the day) A-304 or in the Adjunct Lounge C-107. 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 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 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 and 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 Adjunct Lounge (C-107) or to the Divisional Office (during the day) A-304.

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