

**Bergen Community College  
Mathematics, Science & Technology**

**Information Technology  
Course Syllabus**

<b>Course Title:</b>
INF-140 – Introduction to Multimedia
<b>Credits/Hours:</b>
3 credits/2 hours lecture, 2 hours lab
<b>Course Description:</b>
Introduction to Multimedia is a course that introduces the student to the various applications of computer-based multimedia in industry, government, education, and entertainment. Hardware systems, videodisc design, flow charts, software tools, scripts, and production will be covered. Students will work in groups to design and prepare a multimedia presentation.
<b>Textbooks and Supplies:</b>
See course outline

Student Learning Objectives	Assessment Measures
Upon completing this course, students should be able to:	
1. Identify various hardware/software platforms used for multimedia production.	Written exam
2. Determine/specify hardware requirements for text, graphics, audio and video components of multimedia productions.	Written exam
3. Determine/specify appropriate distribution media for multimedia productions and understand how to make most effective use of each kind of medium.	Written exam Lab activity/test
4. Work at a fundamental level with software tools used to edit text, graphics, audio and video components of multimedia productions.	Lab activity/test
5. Work at a fundamental level with software authoring tools used to integrate and manage various components of multimedia productions.	Lab activity/test
6. Understand issues associated with the assembly, management and delivery of multimedia productions.	Written exam
7. Design a multimedia project for delivery via the Internet	Lab activity/test

<b>College Competencies:</b>	<b>Student Learning Objective:</b>
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COMMUNICATION—Students will read, write, speak, and listen effectively.	6, 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.	3, 5, 7
QUANTITATIVE REASONING—Students will correctly apply and reason about mathematical and formal concepts and operations, and will correctly interpret and analyze numerical data.	3, 4, 5
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.	1 - 7
INTERPERSONAL SKILLS—Students will demonstrate an ability to maintain personal and professional relationships, engage in meaningful teamwork, and resolve conflicts.	7
APPLIED KNOWLEDGE—Students will demonstrate an understanding of, and apply, bodies of knowledge within and across disciplines.	4, 5, 7
CREATIVITY AND AESTHETIC APPRECIATION—Students will demonstrate an understanding and appreciation of the creative process, and an ability to think and express ideas creatively.	4, 5, 7

<b>Course Content:</b>	
See course outline (available from instructor)	
<b>Assessment:</b>	
An average of 60% from combined assessment measures is required to demonstrate <b>minimal</b> proficiency in course material.	
90% or above	A
85%	B+
80%	B
75%	C+
70%	C
60%	D
Less than 60%	F
<b>Tests/Quizzes/Projects/Classwork:</b>	
Three tests (weeks 4, 8 and 12)	45%
Quizzes	15%
Final project presentation (week 15)	15%
Class work	25%
<p>There will be three exams given during the course. Each exam will be drawn from the new material presented in class. There will be several short quizzes as chapters are completed. Each quiz will be given at the very beginning of a class session and only students who are present when the quiz is distributed may participate. In borderline cases that arise in almost every class each semester, a student's class participation, attitude, and observed effort will be considered in helping to determine the student's final grade.</p> <p>Students <b>are required</b> to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be <b>worked out in advance</b> with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.</p> <p>The instructor can be reached by <b>phone, or e-mail</b> (see course outline for appropriate method of contact). If there are extreme circumstances (documentation may be required) that prevent a student</p>	

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.

It is the student's responsibility to finish an examination correctly and completely. Therefore, when 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 test taking time**. Once the examinations are returned to the students, there will be **no grade adjustments** made due to inappropriate completion of the response form.

#### Laboratory Work:

This course requires significant hands-on work; students are expected to spend approximately 2-4 hours per week outside of class, working on hands-on assignments. Only by applying concepts and skills introduced in class can the desired education and training be actualized. Students may choose to work at home and access the Internet; yet, this is not required. Course related software and Internet access are provided via the computers in the free-time laboratory.

The lab assignments are required for grading. They must be submitted as the student enters the lab on the assignment due date, and **cannot be handed in late**. Certain lab assignments will be given and completed during one lab session. In this case, the student must submit the assignment upon exiting the lab. Laboratory assignments that were not collected before the end of lab must be completed during free time.

#### 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 2-4 hours per week reading the text and working with the exercises and supplemental resources.

#### 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, smartphones, 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 an instructor does not appear after 20 minutes following the scheduled time, students should generate an attendance list, including the course title, date and instructor's name. One volunteer member delivers the list to the Adjunct or the Divisional Office.