Bergen Community College
Division of Business, Math & Social Science

Information Technology
Course Syllabus

Course Title:
INF-115 Desktop Publishing

Credits/Hours:
2 labs, 1 credit

Course Description:
This course is a hands-on experience integrating text and graphics to design, edit, and produce a variety of business documents. Knowledge of word processing is helpful.

Textbooks and Supplies:
See course outline

Student Learning Objectives	Assessment Measures
1. Design, create, save, and edit at least three types of publications	Lab Exam
2. Create Business Forms and Tables	Lab Exam
3. Save a publication as a web site and publish to a web server	Lab Exam

College Competencies:	Student Learning Objective:
1. **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 – 3
2. **Applied Knowledge** – Students will demonstrate an understanding of, and apply, bodies of knowledge within and across disciplines.	1 – 6

Course Content:
See course outline

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

Production Lab Tests   100 %

Testing:
Students *are required* to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be *worked out in advance* with the instructor. The highest six exam scores will be used when computing the student's final exam

average. 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 comprehensive exam.

The instructor can be reached by *telephone* (see course outline for appropriate phone number)**, e-mail, or written note** left in the Departmental Office (during the day) A-306C or the Evening Office L-113. If there are extreme circumstances (documentation may be required) that prevent a student 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.

A student entering class late after an exam has begun will not be entitled to extra time to complete the exam. A student entering class after an exam is completed will not be permitted to take the exam.

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.

Laboratory Work:
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 class sessions. The student should read the scheduled assignment in the text prior to coming to the next class.

It is anticipated that students will spend at least 4-hours per week in the free-time computer room (or on a home computer) perfecting their skills and completing their lab assignments.

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 at least 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 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 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.
- Cell phones are to be off during class.
- 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 time, students should generate an attendance list. One volunteer member need deliver the list, containing the course title, date, and instructor's name, to the Evening Office L-113 or to the Departmental Office (during the day) A-306C.

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