Syllabus

Course Title: Computer As A Tool (Fall 2006)
Catalog / Ref. No.: INTD 0120 / 2390 (P100)
Class Times / Rm: W 12 PM / R602
Prerequisites: None
Instructor / Office: Dr. William W. Montgomery / Rossey Hall, R-503
Telephone / Email: (201) 200-3367 / wmontgomery@njcu.edu
Office Hours: T 3-5 PM; W 1-2 PM; R 3-5 PM; or by appointment

Course Description: This course is designed to present the student an overview of the capabilities of the microcomputer, and of those applications that will have the most direct initial impact on the student’s college experience. Topics to be covered include: word processing as an aid in writing (an alternative or adjunct to handwriting); databases – what they are and how the student can use them; elementary computer graphics and their uses; and the microcomputer as a tutor or alternative tool for learning.

Course Objectives / Expected Learning Outcomes:
A student will develop:
• The ability to independently utilize basic computer technology.
• Confidence in his/her ability to successfully engage in independent, life-long learning as a means to develop advanced computer skills.
• Basic skills in the usage of electronic mail (e-mail) and Internet resources.
• Discrimination as to appropriate, ethical uses of computer technology.
• Familiarity with the basic programs of Microsoft Office, and how they can be used to assist in coursework and projects.

Throughout the course, emphasis is placed upon helping students further realize and expand their skills in critical thinking, problem-solving, and communication.

Expected Work Products to Demonstrate Learning Outcomes:
The following work products will be submitted (some on paper, some electronically) in order to adequately demonstrate a successful student learning outcome:
• A short paper on you, your major, and computer technology (MS Word)
• A cover letter to a prospective employer (MS Word)
• A chronological resume to a prospective employer (MS Word)
• A spreadsheet and accompanying pie chart utilizing textbook cost data (MS Excel)
• A spreadsheet of your grades that can automatically calculate your GPA (MS Excel)
• A progress report that contains a spreadsheet of your grades (MS Word/Excel)
• A short research paper (for P100 students, possibly done for another class) with bibliography that contains references obtained from the Web (World Wide Web)
• A Powerpoint presentation based upon your research paper (MS Powerpoint)


Course Calendar:

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<th>Dates</th>
<th>Class Activity</th>
<th>Assignment Due</th>
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Syllabus (cont) – Computer As A Tool (F 2005)

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W, 12-20  Final Exam Period 10:30 AM - 12:30 PM (make-up period)

Syllabus and assignments available at [http://faculty.njcu.edu/wmontgomery](http://faculty.njcu.edu/wmontgomery).

Evaluation & Assessment Measures
- 8 Assignments @ 50 pts each = 400 pts
- Attendance: 15 classes @ 6.67 pts/class = 100 pts
  Total = 500 pts

Grading System
Traditional point system modified by bell curve analysis and test score clusters
- +/- 90-100% = A-, A
- +/- 80-89% = B-, B, B+
- +/- 70-79% = C-, C, C+
- +/- 60-69% = D
- < 60% = F

NOTE: Assignments must reach the instructor by the end of the class period on the due date listed. NO CREDIT FOR LATE ASSIGNMENTS.

Attendance & Participation
20% of your final grade is based upon attendance and class participation. Attendance is taken at the beginning of each class; be present at the time your name is called or you will receive an unexcused absence. More than 3 unexcused absences will result in a drop of one full letter from your course grade. Absences due to work, family, or other scheduling problems will be excused if adequate documentation is provided.

Expectations of Behavior
- Treat yourself and others with respect – the only dumb question is the one you don’t ask.
- Attend class – you’ll enjoy yourself and earn points too.
- People are encouraged to help each other, but DO NOT do the work for each other. The person being helped is the one that needs to be "driving"; no one benefits from help without performing the tasks.
- Plagiarism is a form of cheating; it is theft. Do not use someone else’s work as your own; use quotation marks when you cite another’s work. If you attempt to utilize a classmate’s work, both parties will receive no credit.