**Syllabus**

Course Title: Computer As A Tool (Sp 2009)
Catalog / Ref. No.: INTD 0120 / 1898 – 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: TR 2-4 PM; W 1-2 PM; or by appointment

**Course Description:** This course gives the student an overview of the capabilities of the personal computer, 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; spreadsheets – what they are and how the student can use them; elementary computer graphics, including Powerpoint; and Web-based information retrieval.

**Course Objectives / Expected Learning Outcomes:**
A student will develop:
- The ability to independently utilize basic computer technology.
- The ability to 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 term paper with bibliography that contains references obtained from the Web with a search engine (World Wide Web)
- A Powerpoint presentation (MS Powerpoint)


**Course Calendar:**

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<tr>
<th>Week</th>
<th>Date</th>
<th>Class Activity</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>1</td>
<td>01-21</td>
<td>Introduction</td>
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<tr>
<td>2</td>
<td>01-28</td>
<td>Assignment 1</td>
<td>Asgn 1</td>
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<tr>
<td>3</td>
<td>02-04</td>
<td>Assignments 1, 2</td>
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<td>4</td>
<td>02-11</td>
<td>Assignment 2, 3</td>
<td>Asgn 2</td>
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<td>5</td>
<td>02-18</td>
<td>Assignment 3</td>
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<td>6</td>
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<td>Assignments 3,4</td>
<td>Asgn 3</td>
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<td>7</td>
<td>03-04</td>
<td>Assignment 4</td>
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Syllabus (cont) – Computer As A Tool (Sp 2009)

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<tr>
<th>Week</th>
<th>Date</th>
<th>Class Activity</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>03-09 to 13</td>
<td>NJCU Spring Recess</td>
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<tr>
<td>8</td>
<td>03-18</td>
<td>Assignment 5</td>
<td>Asgn 5</td>
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<td>9</td>
<td>03-25</td>
<td>Assignments 5, 6</td>
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<td>10</td>
<td>04-01</td>
<td>Assignment 6</td>
<td>Asgn 6</td>
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<td>11</td>
<td>04-08</td>
<td>Assignment 6, 7</td>
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<td>12</td>
<td>04-15</td>
<td>Assignment 7</td>
<td>Asgn 7</td>
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<td>13</td>
<td>04-22</td>
<td>Assignment 8</td>
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<td>14</td>
<td>04-29</td>
<td>Assignment 8</td>
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<td>05-06</td>
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<td>Exam Period 10:30-12:30</td>
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Syllabus and assignments are 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. **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. For those who choose to move more quickly than the schedule listed above: after you have completed all 8 assignments, you will receive full attendance credit for the remainder of the semester, and will only be required to attend the final exam period to present Asst 8.

**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.