

Lakeland College
CPS 100 - INTRODUCTION TO COMPUTERS
Sections 1 & 2 • Summer 2016 Syllabus

INSTRUCTOR: Professor Luis Poza

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CLASS TIMES: T/TH, 1:10 ~ 2:40 (Sec. 1); 3:00 ~ 4:30 (Sec. 2)

OFFICE HOURS: T/W/TH/F 5:00 ~ 5:30; also by appointment

CLASS LOCATION: NIC Media Center (5F of main NIC building)

TEXTBOOK: Online materials (<http://cps100.lcjapan.com>)

COURSE DESCRIPTION: This is a survey course of modern computer science concepts and applications. The course relates computer concepts to the elements of an information system. Generalized overview of computing hardware, software, data management, computing systems and procedures, critical thinking about and application of online resources, and using computing technology to effectively participate and achieve in college. Hands-on usage of word processing, database, spreadsheet, graphics, desktop publishing, operating systems, online course technologies, and the Internet.

COURSE OBJECTIVES: The student will be able to:

1. Exhibit an understanding of applications of Computer Systems, the Internet, and the World Wide Web,
2. Express knowledge of the basic components of a Computer System,
3. Exhibit understanding of the operating system of a computer,
4. Use a browser to search the internet and research a given topic,
5. Demonstrate a proficiency in MS Word,
6. Demonstrate proficiency in the use of MS PowerPoint to create and edit a presentation using clip art and incorporating media,
7. Demonstrate a proficiency in the use of MS Excel to create a worksheet using formulas, functions, and formatting.

COURSE STUDY MATERIALS: You will have two main sources of material: the web site (<http://www.lcjapan.com>) and the lectures. NOT ALL MATERIAL is covered in each part; for example, some information might ONLY be in the web site, but not the lecture. You will be responsible for ALL materials, so make sure to read all the web site pages carefully, and to take thorough notes during lectures! In addition, some chapters will be online only, with questions & discussions in class.

PERSONAL MATERIALS: You should have a USB FLASH MEMORY device **and** use Google Drive. USB Flash Memory sticks can be bought for about 500 yen for 8 GB capacity. You should buy one which looks and feels strong; the cheapest ones can break more easily.

Don't forget to back up your data regularly; I specifically advise using:

1. Google Drive (it is always available, practically no chance of lost data); and/or
2. A USB Flash Drive (handy for quick access without upload/download or logins)

Copy your data to one or more backup locations every day or two. **I do not accept anything being forgotten, lost, or broken as an excuse for late work.**

TESTING: Some of your tests will be given on web pages. You will fill out the web page forms to take the test; when you click on the "Submit" button at the end, your answers will be sent to the teacher by email. The teacher will send the answers back to you by email. Other tests will be performed on your classroom computer using MS Word and PowerPoint.

There may be small quizzes given at the beginning of some classes. These quizzes are based on the assigned reading. They will be calculated as part of your Chapter Test score.

I do NOT give make-up tests. If you miss a test for any reason, you will receive a "0" score. At the end of the semester, I remove the lowest score for each student. As a result, if you miss one test due to illness, this will excuse the missed test.

ATTENDANCE: You are expected to attend every class. There are 13 weeks (24 sessions) of regular classes this semester, so missing only a few will make you miss a great deal of information and study. You are allowed only three (3) absences due to illness without penalty. The 4th absence will mean your grade will go down one full letter (i.e., an "A" will become a "B", a "BC" will become a "CD"); the 5th absence will mean your grade will go down TWO full letters (i.e., an "A" will become a "C"). On the 6th absence, you will automatically FAIL the class.

EXTRA CLASSES: Mr. Poza may schedule at least a few extra class sessions that MUST be attended by all students. These will include a day for all students to deliver their PowerPoint Presentations, as well as special study sessions. You will be notified of the dates in advance.

PREPARATION: Students will be expected to have read the appropriate materials BEFORE each class. Do NOT expect to be able to walk in unprepared and learn everything from the lecture; you must also PARTICIPATE and ASK QUESTIONS during the lecture.

Most of the assignments will require work outside of class time in order to be completed. You can work as groups to help each other on the projects, but the assignments which you hand in must be your own work. **Please refer to the Student Handbook on matters regarding copying and plagiarism.**

E-MAIL: Students will be expected to check email every day, including weekend days (when possible). You can set up the account on a smartphone to make that easier. I may send assignments and other information on non-class days. For this class, you will have an LCJ Mail account, but you may forward the LCJ Mail account email to your regular account.

EVALUATION (GRADING) CRITERIA: Grades will be based on examinations on reading and lectures, laboratory work, class participation and attendance.

GRADING: Final grades will be assigned according to the scale:

A:	92.5% - 100%
AB:	87.5% - 92.4%
B:	82.5% - 87.4%
BC:	77.5% - 82.4%
C:	72.5%- 77.4%
CD:	67.5% - 72.4%
D:	60% - 67.4%
F:	below 60%

GRADE WEIGHTING: This course work will be worth these amounts of your final grade:

- Projects (PowerPoint Presentation, Adobe CS Practice): 20%
- Midterm Exam: 20%
- Final Exam: 20%
- Chapter Tests and quizzes: 40%

LAKELAND COLLEGE FINAL EXAM POLICY: It is College policy that all courses must meet during final exam week and at their scheduled period. Instructors may use the final exam period for giving final exams, discussing final papers, or conducting other instructional activities.

ASSESSMENT: Data may be collected from time to time in this course to assist the course instructor and/or Lakeland College in assessing student learning outcomes. For questions about academic assessment initiatives at Lakeland, please contact Dr. Debra Hagen-Foley, Director of Institutional Research and Academic Assessment (HagenFoleyDL@lakeland.edu), or see the Lakeland College catalog and website.

DISABILITY ACCOMMODATIONS: If you have a need for disability-related accommodations or services, please pick up a form from Maya Hirabara on the sixth floor. Lakeland College will provide reasonable and effective accommodations and services to students when such requests are made in a timely manner and are accompanied by appropriate documentation in accordance with federal, state, and College guidelines.

COURSE SCHEDULE: The following schedule is **tentative**, and it will likely change according to the performance and needs of the class.

Note: Over the course of the semester, some chapters will be assigned for reading only (no lecture). Quizzes will be given for **all** written material, and there will be questions on these topics in the Midterm and Final Exams.

- Week 1: Course Overview; Microsoft PowerPoint
- Week 2: Microsoft PowerPoint - (*begin work on PowerPoint project*)
- Week 3: Computer Hardware
- Week 4: Computer Hardware; Software & the OS
- Week 5: Software & the OS
- Week 6: Software & the OS
- Week 7: Microsoft Word - **Midterm Exam** (Tuesday, June 21)
- Week 8: Microsoft Word; (*July 1 is the withdraw deadline*)
- Week 9: The Internet
- Week 10: The Internet
- Week 11: The Internet - Microsoft Excel
- Week 12: Microsoft Excel, Access
- Week 13: **FINAL EXAM** Week; projects due