



LAKELAND UNIVERSITY

Course Information

Course	CPS 100 • Introduction to Computers
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Summer 2022 Syllabus

INSTRUCTOR: Professor Luis Poza

EMAIL: poza@japan.lakeland.edu

CLASS TIMES: T/TH, 1:15 ~ 2:45

CLASS LOCATION: Room 417

OFFICE HOURS: T/Th 3:00 ~ 3:30 p.m.; W/F 5:00 ~ 5:30; Also by Zoom appointment

OFFICE HOURS LOCATION: 6F Room 623, or Online via Zoom.

TEXTBOOK: Online materials at <http://cps.luj.tokyo>

COURSE DESCRIPTION: A survey course of modern computer 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 an application of online resources, and using computing technology to effectively participate and succeed in college. Hands-on usage of word processing, database, spreadsheet, graphics, desktop publishing, operating systems, online course technologies, and the internet. **Note:** this course does not qualify for credit in the computer science major or minor.

COURSE OBJECTIVES: By the end of this course, students 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://cps.luj.tokyo>) 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.

ON-CAMPUS PROTOCOLS:

1. Remember to record your temperature every day
2. Please keep an eye on the daily news, your local community and the Sumidaku ward home pages for COVID-19 related updates.
3. Please follow the Japanese Government's guidelines for "New Lifestyle." The "New Lifestyle" guidelines can be found online at <https://corona.go.jp/prevention/pdf/en.newlifestyle.pdf>.
4. Upon entering the campus, please use the available hand sanitizer
5. Keep your face mask on at all times. You may remove it if you are feeling ill, but please announce this to the teacher. You may also remove the mask when you are eating or drinking, but replace it as soon as you are finished. Wear your mask properly, use proper coughing manners and wash your hands. (Refer to the Japanese Government website below.) <https://corona.go.jp/prevention/pdf/en.kansen.pdf>
6. Distance yourself as much as possible from others.
7. Wash your hands again after eating and before returning to your classroom.
8. Upon finishing the classes, you should thoroughly disinfect your area (including any tables, desks, chairs, or other possibly exposed areas).

** All classrooms are equipped with the necessary disinfecting / cleaning supplies; you will be shown where they are. This fits within the guidelines and recommendations of the Health Office and ensures such areas are thoroughly disinfected. ** - Please keep checking the Blog to see the latest information. -

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 Office Suite applications.

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 test 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 session. 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.

Sleeping in class is not permitted. If you fall asleep in class, it will be counted as an absence.

You are also expected to arrive on time. If you enter the class more than 3 minutes after class start, I will mark you as "Late." If you are late three times, I will count that as a full absence. Regardless of the reason for your absence, if you miss a class, it is your responsibility to catch up on material. **Absence is no excuse for missed assignments.** If technical difficulties are making it difficult for you to attend class on time, contact your professor and Student Affairs right away.

Under COVID Conditions: Starting Tuesday, May 10, the classes will be held in person at the Ryogoku campus. Some students may continue to take the class online for the entire semester. These students are pre-determined for a variety of reasons. The rest of you are expected to attend classes in person. If you are ill, and only if you are ill, you may join the class online. You should NOT take the online option simply because it is convenient to do so on certain days. Only students feeling ill and specific pre-determined students should participate online.

In this class, I expect that you will never use this policy as an excuse to attend online when you are not actually ill. If you are tired, have a headache, or just don't feel like attending the class, you may **not** use this policy to attend online.

Any time an in-class student must attend online due to illness, **you must contact me before 8:00 p.m.** the previous day, or else I will not be able to prepare the lesson materials for students attending online.

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.

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:

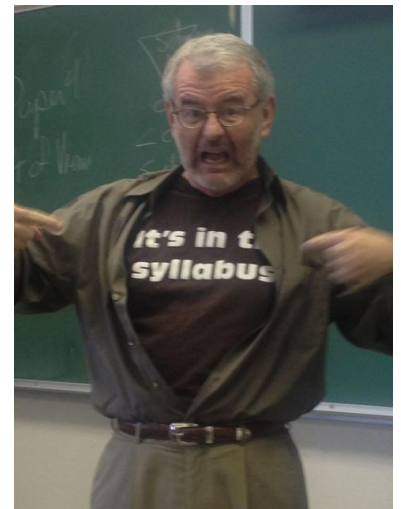
- 40% Chapter Tests and Quizzes
- 15% Midterm Exam
- 20% Final Exam
- 15% Reading Quizzes
- 10% Project

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 LUJ Mail account, but you may forward the LUJ Mail account email to your regular account.

CODE OF CONDUCT: Students in all classes at Lakeland are expected to behave as adults and follow the basic rules of conduct in academic courses. They include the following rules:

All students must:

- Check your Lakeland email account *at minimum* once a day. This is *not* optional. All Lakeland students are expected to do this.
- Come to class with required text(s), notes, and completed assignments.
- Be in your seat and ready to begin class when the official class time begins. Working on or printing out assignments does not justify lateness.
- Repeated lateness due to train delays will *not* be accepted as an excuse. If your train is sometimes late, do what I do: come to school at least an hour early. This gives you time to prepare for class, and to be on time if there is a train delay.
- If you need to eat or go to the bathroom, do so before class begins (also not an excuse for lateness). Emergency bathroom breaks are allowed in mid-class, but you must come back immediately. Smoking, snacking, or eating breaks are *not* allowed.
- When taking a test, it is a school rule that you must remain in the classroom until all students are finished, or the class time comes to an end.
- When you contact the teacher by email, include your name and class section in the email Subject line. Be sure that the message is as detailed as possible.
- Keep the class syllabus with your class material that you bring to class every day and refer to it when necessary. *You are required to read your syllabus and know all of its contents.* If you ask the teacher a question which has the answer in the syllabus, your teacher will tell you to check the syllabus.



Students must **not**:

- Eat in class. Snacks and meals are prohibited in the NIC Media Center. (A drink, with a lid, is acceptable.)
- Use electronic devices without permission. By the time the class begins, you must put away devices and headphones, and turn off cell phones and set them to silent mode. Texting is not allowed in class for any reason.
- Sleep. (Sleeping students are considered absent.)
- Leave the classroom during tests or other graded assignments.
- Use vulgar or inappropriate language, including off-topic comments.

If you are taking the class online:

- Please ensure that you enter the online classes on time. Late appearances will mean that you miss important information.
- Please make sure the camera and microphone on your computer or smartphone are working. If your camera is not working or your data is limited, please just use your microphone. Using just your smartphone is not recommended.
- Please ensure that you are in a quiet location for classes and turn your microphone off when you do not intend to speak. Background noise can be very distracting and may stop others from hearing the instructor or another speaker.
- Do not record or upload videos of the class to any social media, file-sharing, or online video platform.

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). **All** written material may appear on the Midterm and Final Exams unless specifically indicated by the instructor.

- Week 1: Course Overview; Hardware
- Week 2: Hardware
- Week 3: Software
- Week 4: Software
- Week 5: Software, The Internet
- Week 6: The Internet - **Midterm Exam** (Thursday, June 16)
- Week 7: The Internet
- Week 8: The Internet, Excel
- Week 9: Microsoft Excel (*Withdrawal Deadline: Friday, July 8*)
- Week 10: Microsoft Excel, Word
- Week 11: Microsoft Word
- Week 12: Microsoft PowerPoint
- Week 13: **FINAL EXAM** Week

LAKELAND UNIVERSITY FINAL EXAM POLICY: It is university 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.

CHANGES TO SYLLABUS: The course syllabus will change as may be required. Mr. Poza may schedule one or possibly two extra class sessions that **MUST** be attended by all students. These would include special study sessions. You will be notified of the dates in advance.

ASSESSMENT: Data may be collected from time to time in this course to assist the course instructor and/or Lakeland University in assessing student learning outcomes. For questions about academic assessment initiatives at Lakeland, please contact the Vice President of Academic Affairs, Dr. Joshua Kutney, (KutneyJP@lakeland.edu), or see the Lakeland University catalog and website.

DISABILITY ACCOMMODATIONS: If you have a need for disability-related accommodations or services, please contact disabilityaccommodation@japan.lakeland.edu to request the application form. Lakeland University 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 University guidelines.

COUNSELING: LUJ employs a professional counselor, who is available online once per week to assist students experiencing stress, emotional problems, family issues, school-related pressure and other stress-related issues. She is also available at other times in case of emergency. While classes are being held online, please contact Student Affairs (studentaffairs@japan.lakeland.edu) to make an appointment with the counselor, or contact her directly if you have had previous meetings. Students should try to make an appointment in advance as the counselor's time is limited. There is no stigma to visiting the counselor to seek help, and she maintains strict confidentiality on what she is told.

LEARNING CENTER:

LUI Learning Center provides both in-person (when classes are in-person) and online tutoring for most classes offered at LUI.

To make an appointment for in-person OR online tutoring follow the instructions below. You may also "drop-in" and get in-person tutoring if a tutor is available. The Learning Center is in Room 509 in the LUI Library.

To make a tutoring appointment:

1. Go to LUI's Homepage at <https://lui.lakeland.edu/>
2. Under the Current Students and Faculty tab (far right) choose "Learning Center"
3. Scroll down and click on the Tutoring Schedule or the "Access Online Tutoring Schedule" button.
4. Select a tutor based on the day, time, and subjects available.
The subject codes are explained along the top of the schedule.
Also, make note of whether the available tutoring session is online or in-person.
5. Click on the link for your preferred tutor.
6. Choose the day and time of your appointment.
7. Enter your name and email address and click "schedule event"
8. Click "confirm"
9. A notice will be sent to your email. Click on the Zoom link at the time of your appointment, OR if your appointment is for in-person tutoring, go to the Learning Center in Room 509 in the LUI Library. Your tutor will be waiting for you.

Contact Charles Laurier claurier@japan.lakeland.edu for assistance.

PLAGIARISM AND OTHER FORMS OF ACADEMIC MISCONDUCT

Lakeland University expects academic honesty from all of its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established university expectations and may result in penalties ranging from failure of an assignment to dismissal from the university, depending on the severity of the offense.

All cases of plagiarism will be reported to the Dean and the Vice President of Academic Affairs in Writing and a copy of the report will be placed in your school file. You will have an opportunity to petition any charges of plagiarism.