LAKELAND
•UNIVERSITY•

Course Information

Course	CPS 100 ● Introduction to Computers

Spring 2024 Syllabus

INSTRUCTOR: Professor Luis Poza

EMAIL: poza@japan.lakeland.edu

CLASS TIMES: Tu/Th, 1:15 ~ 2:45

CLASS LOCATION: Room 510

OFFICE HOURS: Tu/Th, 3:00 ~ 4:00 p.m.; W/F, 5:00 ~ 6:00 p.m.; Also by Video Chat

OFFICE HOURS LOCATION: 6F Room 613, or Online.

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.

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, **unannounced** reading quizzes given at the beginning of some classes. These are based on the assigned reading.

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 <u>three</u> (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.

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. If you are more than 30 minutes late, I will count that as an absence. If you fall asleep in class, it will be counted as an absence. **Absence is no excuse for missed assignments.**

Missed Classes: Students are responsible for <u>all</u> material (including lectures) missed due to absence. Make sure that you arrange to receive class materials from a classmate. You will be able to access materials and assignments for the class on our web site, and can submit assignments electronically. <u>Absence or lateness is NOT an excuse for missed assignments</u>.

PREPARATION: Students will be expected to have read the appropriate materials <u>BEFORE</u> 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%	C:	72.5%	-	77.4%
AB:	87.5%	-	92.4%	CD:	67.5%	-	72.4%
B:	82.5%	-	87.4%	D:	60%	-	67.4%
BC:	77.5%	-	82.4%	F:	below 60%		

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

- 15% Reading Quizzes
- 40% Chapter Tests
- 15% Midterm Exam
- 20% Final Exam
- 10% Computer Building
- +5% Extra Credit: AI Research

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.

PLAGIARISM AND CHEATING

Lakeland University expects academic honesty from all its students. We assume all work turned in by a student is the student's own work. Cheating, plagiarism, or other kinds of academic dishonesty are violations of established university expectations and may result in penalties ranging from failure of an assignment to dismissal from the university, depending upon the severity of the offense.

Plagiarism includes but is not limited to a.) the intentional or unintentional use of another person's work without acknowledging that source through formal citation; b.) the use of materials prepared by another person or agency engaged in the selling of essays or other academic materials; and c.) the unauthorized assistance of Artificial Intelligence (A.I.) or Multilingual and Natural Language Processing (NPL) software.

What is plagiarism? The following excerpt from *The Craft of Research* describes some of the general conditions under which plagiarism can occur:

> You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if you placed your work next to the source, you would see that you could not have written what you did without the source… (Booth et al., 1995, p. 167)

Be sure to keep track of the sources you consult in completing your assignments and formally reference any ideas or quotations from them using an approved citation style. Keep in mind as well that you plagiarize when you use materials prepared by another person or agency engaged in the selling of essays or other academic materials or inappropriately use Artificial Intelligence (A.I.) or Multilingual and Natural Language Processing (NPL) software.

It is the student's responsibility to understand and avoid plagiarism and cheating; students also are responsible for understanding their instructor's policy on self-plagiarism, the "recycling" of one's previous work.

Instructors have different stances on whether you can repurpose or "recycle" your previous writing and work for new assignments.   In some cases, the practice may be encouraged as a way to develop your thinking and level of analysis on a subject.   In other cases, the behavior may be viewed as a form of academic misconduct called "self-plagiarism."   In the course you may not repurpose your previous work in any form without my express permission.

The work you produce for this course must be your own. Any evidence of plagiarism will result at least in the failure of the offending assignment. Other penalties include failure of the course and suspension from the university.

Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation to the Dean of Lakeland University – Japan (LUJ). Where appropriate, the Dean may take such appeals to an Academic Appeals Committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the LUJ Dean and Academic Appeals Committee is final.

Expectations for being on campus

Students are expected to attend classes IN-PERSON unless you have recently tested positive for either COVID-19 or the flu. Please note that not all courses will offer remote attendance as options. You will need to contact your instructors directly to determine what online attendance may be available for your classes.

COVID Information

1. The Japanese government has determined that from May 8, 2023 the status of COVID will be considered to be at the same level as seasonal influenza. Since March 13, 2023, in accordance with the Japanese government and professional health office guidelines, masks are optional in all on-campus settings at LUJ. All members of the LUJ community, as well as visitors, are welcome to continue wearing masks (whether for personal or medical reasons) and it is important that we all respect the individual decisions being made by those around us.

2. If your temperature is above 37.5 degrees C (99.5 degrees F), you are not feeling well, or you have persistent cold symptoms, please do not come to the campus. Please inform your teachers by email.

LEARNING CENTER:

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

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 LUJ Library.

To make an appointment for tutoring:

1. Go to LUJ's Homepage at https://luj.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 LUJ Library. Your tutor will be waiting for you.

Contact learningcenter@japan.lakeland.edu for assistance.

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.

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.

DISABILITY ACCOMMODATION

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.

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:

- If you need to eat or go to the bathroom, do so before class begins. Emergency bathroom breaks are allowed in mid-class, but you must come back immediately. *If you miss a test or in-class process, I will not stop the class, restart the event, or make any other changes just for you.* Smoking, snacking, or eating breaks are *not* allowed.
- Check your Lakeland email account *at minimum* once a day. This is *not* optional. All Lakeland students are expected to do this.
- 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.
- 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.

Students must **not**:

- Eat in class. Snacks and meals are prohibited in the 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 will be considered absent.)
- Leave the classroom for any reason during tests or other graded assignments.

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). <u>**All**</u> 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: Hardware
Week 4: Software
Week 5: Software
Week 6: Software -   **Midterm Exam** *(Friday, February 16)*
Week 7: The Internet
Week 8: The Internet
Week 9: Microsoft Excel   (*Withdrawal Deadline: Friday, March 8*)
Week 10: Microsoft Excel, Word
Week 11: Microsoft Word
Week 12: Microsoft PowerPoint
Week 13: **FINAL EXAM** Week   *(Exam likely on Tuesday)*

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.