

CPS 100 - Lakeland College
INTRODUCTION TO COMPUTERS
SPRING 2008 SYLLABUS

INSTRUCTOR: Professor Luis Poza

EMAIL: lcjapan@gmail.com

CLASS TIMES:

- T-TH, 14:00 ~ 15:35 (Section 2 - NIC)
- T-TH, 16:00 ~ 17:35 (Section 1 - LCJ)

OFFICE HOURS:

- By appointment: I am going to be at school most days, and will be available most of that time; if you wish to see me, it is best to contact me in advance. You can try to see me at any time without an appointment (to locate me, contact the LCJ main office at 03-5285-5571), but I might be busy with other appointments.

CLASS LOCATION: LCJ Computer Lab (Section 1), NIC Media Center (Section 2)

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

DESCRIPTION: This course introduces basic concepts about computers and basic skills using a computer (also known as a "PC," or "personal computer"). Practical work includes using word processing, presentation, and spread sheet applications, as well as an introduction to the Internet and its personal, academic, and business potential. Students will be required to learn basic HTML formatting.

OBJECTIVES: The student will demonstrate:

- proficiency in using word processing, spread sheet, presentation, and Internet-related programs, including email;
- an understand the functions of computer operating systems and their use;
- a basic understanding of hardware and basic operations of a computer, and understand better about how to choose a computer;
- understanding the use of the Internet and the creation of web sites and pages using HTML.

COURSE STUDY MATERIALS: You will have two main sources of material: this web site 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!.

PERSONAL MATERIALS : You should buy a USB FLASH MEMORY device and use it instead of a floppy disk. This is not required, but I do not accept late work "because my floppy broke." USB Flash Memory sticks start at about 2000 yen for a 64MB size, but you should buy one which looks and feels strong; the cheapest ones can break more easily.

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 of the test, 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 various software, e.g. MS Word and PowerPoint.

There will 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 12 weeks (22 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 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 will 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.

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). I will sometimes send assignments and other information on non-class days. For this class, I will give you a G-Mail (Google Mail) account, but you may forward the G-Mail account email to your regular account. Please try not to use a cell phone email account in connection with this class unless there is no other possible choice.

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: The following work will be worth these percentages of your final grade:

- Projects (Blog, PowerPoint Presentation, Web Page Creation): 15%
- Midterm Exam: 20%
- Final Exam: 30%
- Chapter Tests and quizzes: 35%

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. Tom Marcy, Director of Academic Assessment (marcytp@lakeland.edu), or see the Lakeland College catalog and website.

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

- Week 1: Course Overview; Introduction to Microsoft Windows Operating System
- Week 2: Microsoft Windows
- Week 3: Microsoft Windows; Microsoft PowerPoint
- Week 4: Microsoft PowerPoint
- Week 5: Microsoft PowerPoint; HTML
- Week 6: HTML
- Week 7: **Midterm Exam**; HTML; Microsoft Word
- Week 8: Microsoft Word - (Friday, February 29, the end of week 8, is withdraw deadline)
- Week 9: Microsoft Word
- Week 10: Microsoft Word; Microsoft Excel
- Week 11: Microsoft Excel; Hardware
- Week 12: Microsoft Excel; Hardware
- Week 13: **FINAL EXAM** Week