

Computer Studies Department
CS 5: Computer LiteracyInstructor *Paulette Bell*

Section 8997 ~ Summer 2017

Class begins: May 30 **Class ends:** July 23

The Computer Literacy class is for anyone who is interested in learning more about computers. No previous experience with computers is required or assumed, and if you are brand new to computers, you will learn a lot. If you already know some things about computers, you will also learn a lot.

This summer class starts early and ends early, and is also accelerated which means this class is like taking two classes. We will have two lectures each week, along with two homework assignments each week. Keep that in mind when planning your summer school schedule. This is an exceptional opportunity for those of you who have good time management skills and for those of you who want to finish the class in half the time.

- *This is a fully online section with no mandatory face-to-face meetings/activities*



ANNOUNCEMENT

We will be working with the Microsoft Office suite of programs. If you don't have the programs installed on your computer, you can use the SRJC computer labs for that part of our class. For a really good price to buy the software, check out software deals at Collegbuys.org. They have exceptional pricing for Microsoft Office, plus a whole bunch more. Take a look-see. We will be talking about software during the first week of class so if you want to hold off until then, that is OK.

We will be using Canvas, a course management system for online content. If you are new to Canvas, please review the [Canvas Student Information](#) page for more information.

WELCOME

Hello, I'm Paulette Bell and I've been teaching at the JC since 1998. I look forward to working with you in this class.

[Click to read comments](#) from my students in previous classes I've taught.

If you don't have the free Acrobat program on your computer, you can download [Adobe Acrobat Reader](#). Most computers have it already installed. Some of the handouts will be in PDF format.

Please read the rest of this document carefully as this information is part of your syllabus.

CATALOG DESCRIPTION

Designed for the transfer student and/or the person wanting a broad knowledge of computer concepts. No previous experience with computers is required or assumed. This course presents an overview of computers in our world today, how they work, how they are used and their impact on society. Students will be introduced to the Internet and World Wide Web, basic programming concepts and productivity software including word processing, spreadsheet, presentation and database software.



Instructor Paulette Bell

STUDENT LEARNING OUTCOMES

1. Recognize the capabilities and limitations of computer technology, and the theoretical foundations of computing.
2. Critically assess the social and ethical implications of computer technology in their daily life.
3. Improve problem solving and critical thinking through the application of scientific knowledge using hands-on activities.

EXPECTATIONS

I have high expectations for all my students and I have every confidence you will demonstrate exemplary student conduct. Nevertheless, these links are included for your edification:

Link to: [Student Conduct Standards](#) and [Academic Integrity](#) policies.

HARDWARE AND SOFTWARE

You can use a Mac or Windows computer in this class. The college computer labs will be running MS Office 2013 through the summer (updating to Office 2016 in the Fall), and I will be teaching with what is installed in the computer labs, Office 2013.

If you have Office 365 or 2010 that should work in class, too .

You can use the SRJC computer labs if you don't have the software (I have done it myself) but it is a time commitment to get your work done by coming to the college. If you are already planning to spend some "quality time" at the JC this semester, it is a good option to consider for dealing with software.

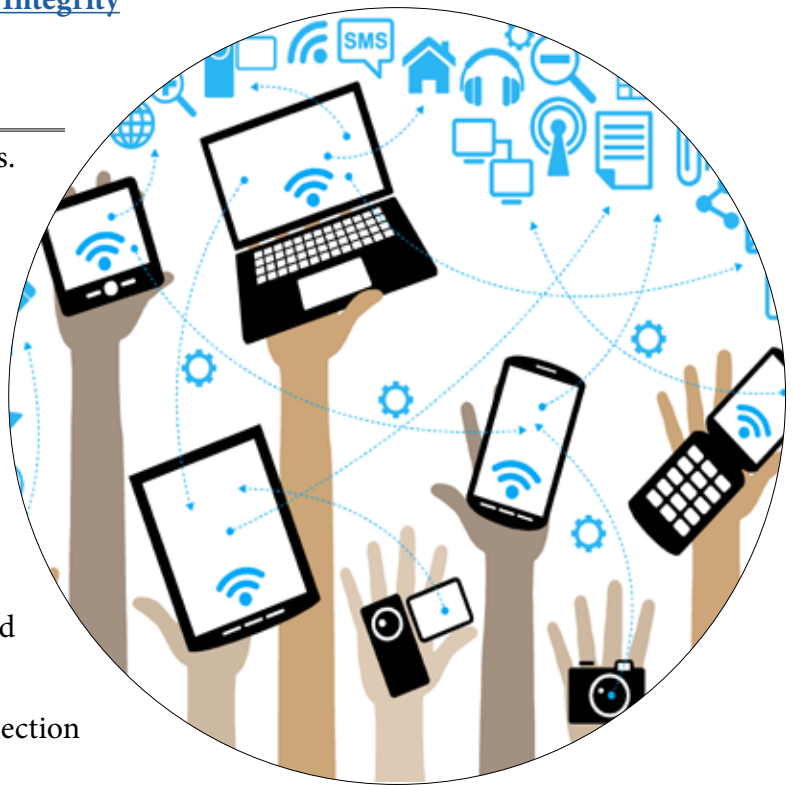
Since it is an online class, a dependable internet connection is required.

TEXTBOOK

A course textbook is not required for this class.

Let me repeat that: No course textbook is required for this class. Instead, we are going to try something new. We will be using the World Wide Web to learn about different aspects of digital technology. Sometimes I will assign you websites to read; sometimes you will do web searches for reading and research. There will also be class notes. It will be very interesting to see how we do, and it will save you some serious dollar\$ by not having to purchase a textbook!

Many students like a reference book and I am looking at options for a recommended book. A recommended book means you can choose to buy if you want it BUT it is not required. We will discuss this in greater detail during the first week of class, so you can hold off buying a book until then.



MATERIALS AND SUPPLIES

A flash drive or some type of storage device is a good idea if you will be working on multiple computers. You can also sign up for online storage at a site like DropBox.com or Microsoft's OneDrive (formerly known as 'SkyDrive'). Also recommended is a folder for any materials you want to keep during the duration of this class. I recommend you keep all your homework files until the class is over.

LAB

Besides having me, your humble instructor, for any class help, there are also cheerful lab assistants who are very knowledgeable and ready to help you if you need it. Your computer lab at the SRJC main campus is the BCL lab on the second floor of Maggini Hall, room 2811; in Petaluma, the lab is PC 641, located in the Call Building on the first floor. Link to: [SRJC Computer Lab Schedules](#)

GRADING

Your syllabus has detailed information on the grading scheme for this class. It will be available to you when you log into the Canvas course management system. Canvas is what we use at SRJC to host online class material.

I recommend taking this class Pass/No Pass so you don't have to worry about a grade. Pass/No Pass does not affect your grade point average (GPA). Check with your Counselor if you need additional information.

LOGGING INTO CLASS

I will be sending you a detailed email about a week or so before class begins, with all the information you will need to get logged into our class.

ACCESSIBILITY ADVISORY

Students with limited vision should consult with the instructor and a DRD specialist before enrolling in an online section of this course.

READY TO LEARN MORE ABOUT COMPUTERS AND TECHNOLOGY?

I hope so - and I am very happy you have chosen to take this class with me. I will do my very best to make sure this is a class where you feel comfortable asking lots of questions and exploring and learning new things.

