CS5: Computer Literacy: Section 1968: Rosen S

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CS 5 - Night Section

Course 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.

CS 5 offers a broad overview of computer history, functionality, use, social impact and the future of computing. This course is mostly about concepts and theory but hands-on practice will be required to complete tests and class assignments.

The lab work offers limited experience with operating systems, word processing, Internet/World Wide Web access, Web page creation, email, spreadsheet, database, graphics, presentation software, programming, and document integration. Lab exercises are demonstrated on PC using Windows, various tutorial programs, and Office Applications. Students are welcome to use PC, Mac or LINUX.

Recommended Prerequisites:
Basic understanding of how to use a computer (PC or Mac)
Example: Web, email, word processing (basic level)

Because of the reading required, eligibility for **English 100A or equivalent** reading level is recommended. If you are not sure what your reading level is, contact the Assessment Office **http://www.santarosa.edu/app/placement/ (http://www.santarosa.edu/app/placement/) (http://www.santarosa.edu/app/placement/)**

Note: CS 5 is a 3-unit course. We meet each week for a total of 3 hours in the classroom and 1 hour in lab. To do well, **plan on spending two or more hours of outside work** (reading, study, projects, etc.) **for each hour you spend in class**.

Student Learning Outcomes

Students will be able to:
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.

Class Meetings

PC 644 Call Building, Petaluma Campus

Instructor: Dr. Scott Rosen

Days: W Time: 5:30 pm - 9:30 pm

Instructor Contact

 Dr. Scott Rosen
Office: CS Dept Office (Santa Rosa)
Phone/Text: (707) 478-8649 (text is fastest)
Fax: (707) 778-3910

[srosen@santarosa.edu (mailto:srosen@santarosa.edu)](mailto:srosen@santarosa.edu)

Text is the fastest but I usually respond to emails within 48 hours.

Instructor Schedule

Monday

- 11:00 - 11:30am   **Office Hours** PC 643
- 11:30am - 1:30pm   **CS 80.15 IT Essentials** PC 643

- 5:15 - 6:00pm **Office Hours**   2921 Maggini (Santa Rosa Campus)
- 6:00 - 9:00pm CS 84.21 **MIS** 2921 Maggini (Santa Rosa Campus)

Tuesday

- 2:00pm - 4:00pm **Department Activities** CS Department

- 5:00 - 5:30pm **Office Hours** PC 643
- 5:30 - 9:30pm **CS 80.15 IT Essentials** PC 643

Wednesday

- 11:00 - 11:30am   **Office Hours** PC 643
- 11:30am - 1:30pm   **CS 80.15 IT Essentials** PC 643

- 3:00 - 5:00pm **Academic Senate**

- 5:00 - 5:30pm **Office Hours** PC 643
- 5:30 - 9:30pm **CS 5** PC 643

Thursday

- 5:00pm - 5:30pm **Office Hours** PC 643
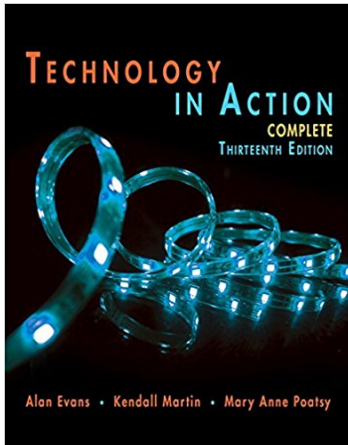- 5:30 - 9:30pm **CS 84.13 IT Support** PC 643

Course Web site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.

Textbook (Recommended)

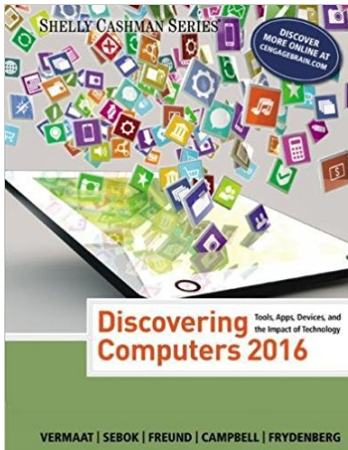There are 2 good texts to choose from.

Please choose 1

Technology In Action Complete (13th Edition) (Evans, Martin & Poatsy, Technology in Action Series) 13th Edition

by **Alan Evans** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Alan+Evans&search-alias=books&field-author=Alan+Evans&sort=relevancerank)** (Author), **Kendall Martin** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_2?ie=UTF8&text=Kendall+Martin&search-alias=books&field-author=Kendall+Martin&sort=relevancerank)** (Author), **Mary Anne Poatsy** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_3?ie=UTF8&text=Mary+Anne+Poatsy&search-alias=books&field-author=Mary+Anne+Poatsy&sort=relevancerank)** (Author)
ISBN-13: 978-0134289106
ISBN-10: 0134289102

-or-

Discovering Computers ©2016 (Shelly Cashman Series) 1st Edition

by **Misty E. Vermaat** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Misty+E.+Vermaat&search-alias=books&field-author=Misty+E.+Vermaat&sort=relevancerank)** (Author), **Susan L. Sebok** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_2?ie=UTF8&text=Susan+L.+Sebok&search-alias=books&field-author=Susan+L.+Sebok&sort=relevancerank)** (Author), **Steven M. Freund** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_3?ie=UTF8&text=Steven+M.+Freund&search-alias=books&field-author=Steven+M.+Freund&sort=relevancerank)** (Author), **Jennifer T. Campbell** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_4?ie=UTF8&text=Jennifer+T.+Campbell&search-alias=books&field-author=Jennifer+T.+Campbell&sort=relevancerank)** (Author), **Mark Frydenberg** 🔗 **(https://www.amazon.com/s/ref=dp_byline_sr_book_5?ie=UTF8&text=Mark+Frydenberg&search-alias=books&field-author=Mark+Frydenberg&sort=relevancerank)** (Author)
ISBN-13: 978-1305391857
ISBN-10: 9814698873

(http://www.santarosa.edu/bookstore)

You can locate and order textbooks online via the **SRJC Bookstore (http://bookstore.santarosa.edu/santarosa/home.aspx)** . If your class is based out of Petaluma, your books will be listed on the **Petaluma Bookstore (http://bookstore.santarosa.edu/petaluma/Home.aspx)** web site.

Materials and Supplies

You will need:

- 1 USB Flash Drive

- Binder for CS 5 notes and handouts

- Although not required, it is helpful for CS 5 students to own a PC or Mac computer with Microsoft Office.

- Here is a link to a super deal on Microsoft Office from the Foundation for California Community Colleges:
  http://www.foundationccc.org/ 🔗 **(http://www.foundationccc.org/)**

Important Dates

Date Class Begins:	8/23/2017	**Date Class Ends:**		12/13/2017
Last Day Add w/o add code:	8/27/2017	**Last Day Add with add code:**		9/10/2017
Last Day Drop for Refund:	9/3/2017	**Last Day for P/NP option:**		10/1/2017
Last Day Drop w/o W:	9/10/2017	**Last Day Drop with W:**		11/19/2017
FIRST CENSUS DATE:	9/11/2017	**Date Final Exam:**		12/20/2017
		Date Midterm Roster:	10/16/2017 - 11/19/2017	

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.
If you feel you must quit the class, please talk with me first. Together we may find a way for you to complete the course successfully. If you quit without officially dropping, you are still graded on all the remaining work, usually resulting in an "F" grade.**https://www.santarosa.edu/app/admissions/ (https://www.santarosa.edu/app/admissions/)**

Attendance

I expect you to attend regularly.
If for any reason you will be absent, late, or leaving early,please let me know in advance (or as soon after as possible in case of emergency). Any absence without notifying me is unexcused. More than three unexcused absences may result in dismissal from class. After any absence, you are responsible for getting class handouts from the class Web page and notes from a classmate. You might also talk with me about when to turn in any assignments you missed.

Note: Students who fail to attend the first class meeting may be dropped by the instructor.

Pass-NoPass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P.

You must file for the P/NP option by [date]. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the "Instructor Announcements" page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences.

Late Policy

All assignments are due at midnight PST on the due date. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement.

Labs and Projects

Lab exercises (6):
The purpose of lab exercises is to add to your understanding of the course content and the Office Applications (Word Processing, Spreadsheet, Presentation and Database), not just give you directions to follow. You may need to do some exercises more than once to get a better understanding of what you are doing.

Lab exercises will be graded on how thorough and accurate you are, and how well you communicate what you have learned.

Projects (4):

In addition to lab exercises, three projects will be assigned. Projects allow you to apply the knowledge, skills, and abilities acquired. You will work in teams on some, on others you will work on your own. Your work on team projects will be graded based on your self evaluation, and my observations of your participation. Projects include completing the assigned activity as well as preparing a report or presentation. Details about each project will be discussed in class.

Exams

There will be one midterm and final exam. The material comes from the textbook, class lectures and supplemental materials. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the exams by the due date.

Each test will require you to prepare a summary of the material covered, which you may use for reference on the test. Your summary will be turned in with the test. All tests and the final exam will be turned in at the end of the test time, whether you finish or not. Students with special needs for alternate testing accommodations or extra time must provide verification and make arrangements with me well in advance.

Missed Tests

If you cannot be in class for a test or the final exam, contact me in advance (or as soon afterwards as possible in case of emergency) to arrange a make-up time. You will not be allowed to make up the test or exam if you do not meet this requirement.

Grading Policy

Click the "Grades" link in Canvas to keep track of your grades. I usually grade once a week and post grades and comments in the Canvas gradebook.

Grades will be based on the total percentage of points earned during the course, assigned as follows:

- Tutorial Labs(6) 30%
- Projects(4) 40%
- Tests(1) 10 %
- Final Exam 20 %

The following percentages earn at least these grades

- 90 - 100% A
- 80 - 89% B
- 70 - 79% C
- 60 - 69% D

Note: If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

Standards of Conduct

Respect

The best way to learn is through active participation; therefore, we respect others when talking by being on-time, listening actively, and by being polite even when we disagree with another's viewpoint. Please turn off all electronic devices. If you use a laptop for note taking, please sit in the front row with the sound off. No food in class please.

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the **Student Code of Conduct page** **(http://www.santarosa.edu/for_students/rules-regulations/student-conduct.shtml)** .

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism:
SRJC Writing Center Lessons on avoiding plagiarism ↗ **(http://srjcwritingcenter.com/research/plagiarism/plagiarism.html)**
SRJC's statement on Academic Integrity (http://www.santarosa.edu/polman/3acadpro/3.11P.pdf)

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at a designated spot to make sure everyone got out of the building safely and to receive further instructions. (If the class is on a second or

higher floor, provide clear directions to the stairs). If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

Special Needs

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly.

Disability Resources Department
Tel: (707) 527-4278 Santa Rosa
Tel: (707) 778-2491 Petaluma
Email: **disabilityinfo@santarosa.edu (mailto:disabilityinfo@santarosa.edu)**

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

Course Summary:

Date	Details	
Wed Aug 30, 2017	📝 **Check-In Discussion (https://canvas.santarosa.edu/courses/25679/assignments/170631)**	due by 11:59pm
Wed Sep 6, 2017	📝 **Lab 1: Introduce Yourself (https://canvas.santarosa.edu/courses/25679/assignments/170633)**	due by 11:59pm
Wed Sep 13, 2017	📝 **Project 1: Computer User Interview (https://canvas.santarosa.edu/courses/25679/assignments/170642)**	due by 11pm
	📝 **Lab 2: Binary Mathematics (https://canvas.santarosa.edu/courses/25679/assignments/170634)**	due by 11:59pm
Wed Sep 20, 2017	📝 **Lab 3 Computer Build Simulator (https://canvas.santarosa.edu/courses/25679/assignments/181806)**	due by 11:59pm
	📝 **Project 2: Buying a Computer (https://canvas.santarosa.edu/courses/25679/assignments/170643)**	due by 11:59pm
Mon Sep 25, 2017	📝 **Lab 4: Desktop Build (https://canvas.santarosa.edu/courses/25679/assignments/170635)**	due by 11:59pm
Wed Oct 4, 2017	📝 **Lab 5: Spreadsheets (https://canvas.santarosa.edu/courses/25679/assignments/170636)**	due by 11:59pm
Thu Oct 5, 2017	📝 **Lab 6: Workin with Wikis (https://canvas.santarosa.edu/courses/25679/assignments/170637)**	due by 11:59pm
Wed Oct 18, 2017	📝 **Midterm (https://canvas.santarosa.edu/courses/25679/assignments/170640)**	due by 11:59pm
	📝 **Midterm Study Guide (https://canvas.santarosa.edu/courses/25679/assignments/170641)**	due by 11:59pm
Wed Nov 1, 2017	📝 **Lab 7 Internet Scavenger Hunt (https://canvas.santarosa.edu/courses/25679/assignments/170638)**	due by 11:59pm

Date	Details	
Wed Nov 15, 2017	📝 **Project 3: Making a Web Page** [(https://canvas.santarosa.edu/courses/25679/assignments/170644)](https://canvas.santarosa.edu/courses/25679/assignments/170644)	due by 11:59pm
Mon Dec 11, 2017	📝 **Project 4: Research Presentation** [(https://canvas.santarosa.edu/courses/25679/assignments/170645)](https://canvas.santarosa.edu/courses/25679/assignments/170645)	due by 11:59pm
Thu Dec 14, 2017	📝 **Lab 8: Cyber Security** [(https://canvas.santarosa.edu/courses/25679/assignments/170639)](https://canvas.santarosa.edu/courses/25679/assignments/170639)	due by 11:59pm
Tue Dec 19, 2017	📝 **Final Project - Video** [(https://canvas.santarosa.edu/courses/25679/assignments/170632)](https://canvas.santarosa.edu/courses/25679/assignments/170632)	due by 11:59pm
	📝 **Roll Call Attendance** [(https://canvas.santarosa.edu/courses/25679/assignments/170646)](https://canvas.santarosa.edu/courses/25679/assignments/170646)	