

Course Syllabus

[Jump to Today](#) [Edit](#)

CS5: Computer Literacy Section 8808, Summer 2018 Course Syllabus

This is an ONLINE course in a condensed 8 week schedule. Allow yourself enough time each week to read the textbooks, review any associated links, and do the projects and quizzes associated with a full-semester course. Sign in through Canvas to access the class.

Course Description

This 3-unit course designed for the transfer student and/or the person wanting a broad knowledge of computer concepts. This course presents an overview of computers in our world today, how they work, how they are used and their impact on society. It provides students with a basic understanding of computer terminology and concepts. The lab work for the course gives hands-on experience with word processing, spreadsheets, database management, the World Wide Web (Internet), in a Windows operating system environment.

I estimate that this course requires four to eight additional hours per week for study and homework. No prior knowledge of computers is assumed. There is no prerequisite for this class, however, eligibility for Engl 100 or ESL 100 is recommended since a fair amount of reading is required. Case studies, current news items, and several software packages will be utilized to illustrate the principles covered. You will need the use of a computer system. The topics covered are listed in the MODULES. (3.0 units – grade or P/NP option)
Transfer: CSU; UC (CAN CSCI 2).

[CLICK HERE for the Official Course Outline of Record \(Title V\)](#)

https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=21593&Semester=20103

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

This is a fully online course. However information will be released, and due dates assigned, as if this was a Monday/Wednesday class. (NOTE: There will still be 2 classes during 4th of July holiday week.) Information will be online 24/7. Videos will be pre-recorded. ***Not all videos required for the class are captioned.*** ***Contact the instructor as soon as possible if you will need captions.***

Instructor Contact

E. Hansen

Email: ehansen@santarosa.edu

Office Hours: Mondays 4:30pm-5:15pm & Wednesdays 5:15pm-6:30pm, online (email/phone/zoom/skype)

I usually respond to emails within 48 hours.

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

Required Computer Concept Textbook:

[Technology In Action \(https://www.amazon.com/Technology-Action-Introductory-Whats-Information/dp/0134834747/ref=sr_1_2?ie=UTF8&qid=1528494422&sr=8-2&keywords=technology+in+action+15th+edition\)](https://www.amazon.com/Technology-Action-Introductory-Whats-Information/dp/0134834747/ref=sr_1_2?ie=UTF8&qid=1528494422&sr=8-2&keywords=technology+in+action+15th+edition), Complete Version, 15th edition

ISBN-13: 978-0134834740

ISBN-10: 0134834747

**although the course content references the required Technology in Action 15th edition, several editions back are acceptable alternatives. These can be found at lower costs and can even be rented on Amazon.com -- You will be responsible for the differences in on projects & quizzes.

Required Microsoft Office Application Textbook:

[Microsoft Office 365 & Office 2016 Fundamentals \(https://www.amazon.com/Illustrated-Microsoft-Office-365-2016/dp/1305878949/ref=sr_1_2?s=books&ie=UTF8&qid=1528494737&sr=1-2&keywords=office+2016+fundamentals\)](https://www.amazon.com/Illustrated-Microsoft-Office-365-2016/dp/1305878949/ref=sr_1_2?s=books&ie=UTF8&qid=1528494737&sr=1-2&keywords=office+2016+fundamentals), 1st edition

ISBN-13: 978-1305878945

ISBN-10: 1305878949

****although the course content references the required Microsoft Office 2016, 1st edition, several editions back are acceptable alternatives (especially if you are not updated to 2016 on your computer). There are even Macintosh specific editions. These can be found at lower costs and can even be rented on Amazon.com -- You will be responsible for the differences in on projects & quizzes.**

You may consider first checking the availability of the textbook sat our SRJC library, and secondly at the [SRJC Bookstore \(http://bookstore.santarosa.edu/santarosa/home.aspx\)](http://bookstore.santarosa.edu/santarosa/home.aspx). Used copies of these textbooks may be available at the Santa Rosa Junior College Bookstore (Santa Rosa (707) 527-4321 / Petaluma (707) 778-3902) or elsewhere online (maybe at a significantly cheaper price)

Required Software

- Microsoft Office 2016 or Office 365*
- Web Browser (Google Chrome preferred)
- Email Program
- Acrobat Reader for PDFs (Preview should work for Mac)

***Mac & PC Users:** You may use early versions if you wish, but it will be your responsibility to figure out program variations on your own.

***Mac users:** You may use Pages, Numbers, & Keynote instead of Office, but you will need to figure out the variations in software on your own. Be sure to save and upload files as .doc, .xls, .ppt

***PC users:** You may use OpenOffice instead of Office, but you will need to figure out the variations in software on your own. Be sure to save and upload files as .doc, .xls, .ppt

***Mac & PC Users:** You may use Google Docs, Sheets, & Slides instead of Office, but you will need to figure out the variations in software on your own. Be sure to save and upload files as .doc, .xls, .ppt

Important Dates

Day Class Begins: Monday June 18, 2018

Day Class Ends: Sunday, August 12, 2018

Last Day to Add without instructor's approval: Monday June 18, 2018

Last Day to Drop with refund: Monday June 18, 2018

Last Day to Add with instructor's approval: Monday June 25, 2018

Last Day to Drop without a 'W' symbol: Monday June 25, 2018

Last Day to Opt for Pass/No Pass: Monday July 2, 2018

Last Day to Drop with a 'W' symbol: Sunday, July 29, 2018

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.

Attendance

For classes that meet online, students who fail to log on and initiate participation by 11:59 p.m. Pacific Time of the first day of the class 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 Monday July 2, 2018 . 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

The instructor will post announcements on the “Announcements” page in Canvas throughout the semester. These announcements will also be posted on our Canvas Homepage for the class. Canvas notifies students according to their preferred Notification Preferences. Check the Getting Started Modules for information on how to update your Notification Preferences.

Late Policy

All assignments are due at 11:59pm PST on the due date. A late submission will receive a 3% penalty deduction per day that it is late. If you know you will be turning in something late, please contact me *before the due date* to ask permission for the penalty to be waived.

Exams

There will be online quizzes and a 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 dates.

Grading Policy

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

Grades will be assigned as follows:

Grade	Percentage total	Points total*
A	90%	580.5 points or more
B	80%	516 to 580 points
C	70%	451.5 to 515 points
D	60%	387 to 451 points

**point totals are an approximation based on past semester and subject to slight variance.*

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

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) (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://srjcwritngcenter.com/research/plagiarism/plagiarism.html)

(<http://srjcwritngcenter.com/research/plagiarism/plagiarism.html>)

[SRJC's statement on Academic Integrity](http://www.santarosa.edu/polman/3acadpro/3.11P.pdf) (<http://www.santarosa.edu/polman/3acadpro/3.11P.pdf>)














Special Needs
















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).














List of assignments



Note to students: the assignments listed below do not include all course content. To view all course content, go to Modules.















Course Summary:

Date	Details	
Fri Jun 24, 2016	 Computer Concepts #1 - part 1 (https://canvas.santarosa.edu/courses/31399/assignments/237873)	due by 11:59pm
Sun Jun 26, 2016	 Chapter 2 Review (https://canvas.santarosa.edu/courses/31399/assignments/237907)	due by 11:59pm
	 Office: Unit C (https://canvas.santarosa.edu/courses/31399/assignments/237924)	due by 11:59pm
Sun Jul 3, 2016	 Chapter 3 Review (https://canvas.santarosa.edu/courses/31399/assignments/237908)	due by 11:59pm
	 Office: Unit E (https://canvas.santarosa.edu/courses/31399/assignments/237926)	due by 11:59pm
	 Office: Unit F (https://canvas.santarosa.edu/courses/31399/assignments/237927)	due by 11:59pm
Sun Jul 10, 2016	 Chapter 4 Review (https://canvas.santarosa.edu/courses/31399/assignments/237909)	due by 11:59pm
	 Chapter 5 Review (https://canvas.santarosa.edu/courses/31399/assignments/237910)	due by 11:59pm
	 Class So Far... (https://canvas.santarosa.edu/courses/31399/assignments/237894)	due by 11:59pm
	 Extra Credit: PowerPoint (https://canvas.santarosa.edu/courses/31399/assignments/237921)	due by 11:59pm
	 Office: Unit M (https://canvas.santarosa.edu/courses/31399/assignments/237937)	due by 11:59pm
	 Office: Unit N (https://canvas.santarosa.edu/courses/31399/assignments/237938)	due by 11:59pm
	 Personal Ethics (https://canvas.santarosa.edu/courses/31399/assignments/237893)	due by 11:59pm

Date	Details	
Sun Jul 17, 2016	 Chapter 6 Review (https://canvas.santarosa.edu/courses/31399/assignments/237911)	due by 11:59pm
	 Chapter 7 Review (https://canvas.santarosa.edu/courses/31399/assignments/237912)	due by 11:59pm
	 CS 5 Quiz 2 - Technology in Action (https://canvas.santarosa.edu/courses/31399/assignments/237874)	due by 11:59pm
	 Office: Unit G (https://canvas.santarosa.edu/courses/31399/assignments/237928)	due by 11:59pm
	 Office: Unit H (https://canvas.santarosa.edu/courses/31399/assignments/237929)	due by 11:59pm
	 Project: PowerPoint Presentation (https://canvas.santarosa.edu/courses/31399/assignments/237942)	due by 11:59pm
	 Steve Jobs (https://canvas.santarosa.edu/courses/31399/assignments/237891)	due by 11:59pm
Sun Jul 24, 2016	 Your Computer & You (https://canvas.santarosa.edu/courses/31399/assignments/237892)	due by 11:59pm
	 All Your Devices Can Be Hacked (https://canvas.santarosa.edu/courses/31399/assignments/237889)	due by 11:59pm
	 Chapter 8 Review (https://canvas.santarosa.edu/courses/31399/assignments/237913)	due by 11:59pm
	 Chapter 9 Review (https://canvas.santarosa.edu/courses/31399/assignments/237914)	due by 11:59pm
	 Computers for Artwork assignment (https://canvas.santarosa.edu/courses/31399/assignments/237917)	due by 11:59pm
	 Mobile Devices (https://canvas.santarosa.edu/courses/31399/assignments/237890)	due by 11:59pm
	 Office: Unit I (https://canvas.santarosa.edu/courses/31399/assignments/237930)	due by 11:59pm
	 Office: Unit J (https://canvas.santarosa.edu/courses/31399/assignments/237931)	due by 11:59pm

Date	Details	
Sun Jul 31, 2016	 CS 5 Quiz 3 - Technology in Action (https://canvas.santarosa.edu/courses/31399/assignments/237878)	due by 11:59pm
	 Chapter 11 Review (https://canvas.santarosa.edu/courses/31399/assignments/237903)	due by 11:59pm
	 Chapter 12 Review (https://canvas.santarosa.edu/courses/31399/assignments/237904)	due by 11:59pm
	 Computers for Artwork (https://canvas.santarosa.edu/courses/31399/assignments/237882)	due by 11:59pm
	 Topic of Interest #2 (https://canvas.santarosa.edu/courses/31399/assignments/237887)	due by 11:59pm
	 Visualizing Ourselves... With Crowd-Sourced Data (https://canvas.santarosa.edu/courses/31399/assignments/237888)	due by 11:59pm
	 Ways to Learn Online (https://canvas.santarosa.edu/courses/31399/assignments/237881)	due by 11:59pm
	 Your Resume (https://canvas.santarosa.edu/courses/31399/assignments/237945)	due by 11:59pm
Sun Aug 7, 2016	 Beware Online Filter Bubbles (https://canvas.santarosa.edu/courses/31399/assignments/237886)	due by 11:59pm
	 Chapter 10 Review (https://canvas.santarosa.edu/courses/31399/assignments/237902)	due by 11:59pm
	 CS 5 Quiz 4 - Technology in Action (https://canvas.santarosa.edu/courses/31399/assignments/237876)	due by 11:59pm
	 Your Thoughts on the Programming Lecture (https://canvas.santarosa.edu/courses/31399/assignments/237885)	due by 11:59pm
Sat Aug 13, 2016	 Extra Credit: Finish Early (https://canvas.santarosa.edu/courses/31399/assignments/237919)	due by 11:59pm

Date	Details	
Sun Aug 14, 2016	 Project: Coding (https://canvas.santarosa.edu/courses/31399/assignments/237880)	due by 11:59pm
	 Chapter 13 Review (https://canvas.santarosa.edu/courses/31399/assignments/237905)	due by 11:59pm
	 CS 5 Final - Technology in Action (https://canvas.santarosa.edu/courses/31399/assignments/237877)	due by 11:59pm
	 Office: Unit O (https://canvas.santarosa.edu/courses/31399/assignments/237939)	due by 11:59pm
	 Project: Webpage (https://canvas.santarosa.edu/courses/31399/assignments/237944)	due by 11:59pm
	 Reading, Writing, & Programming (https://canvas.santarosa.edu/courses/31399/assignments/237884)	due by 11:59pm
	 The Next Web (https://canvas.santarosa.edu/courses/31399/assignments/237883)	due by 11:59pm
Sun Jun 24, 2018	 Artificial Intelligence (https://canvas.santarosa.edu/courses/31399/assignments/237898)	due by 11:59pm
	 Check-In Discussion - Extra Credit! (https://canvas.santarosa.edu/courses/31399/assignments/237899)	due by 11:59pm
	 Microsoft Office: Chapter 0 Homework (https://canvas.santarosa.edu/courses/31399/assignments/237923)	due by 11:59pm
	 TIA: Chapter 1 Review (https://canvas.santarosa.edu/courses/31399/assignments/255464)	due by 11:59pm
Tue Jun 26, 2018	 Healthy Computing (https://canvas.santarosa.edu/courses/31399/assignments/237897)	due by 11:59pm
	 Office: Chapter 4 Assignments (https://canvas.santarosa.edu/courses/31399/assignments/237925)	due by 11:59pm
	 Office: Ch 3 Concept Review Quiz (https://canvas.santarosa.edu/courses/31399/assignments/258517)	due by 11:59pm
	 TIA: Chapter 2 Review (https://canvas.santarosa.edu/courses/31399/assignments/258507)	due by 11:59pm
Sun Jul 1, 2018	 CS 5 Quiz 1 - Technology in Action (https://canvas.santarosa.edu/courses/31399/assignments/237879)	due by 11:59pm
	 The Future of the Internet (https://canvas.santarosa.edu/courses/31399/assignments/237896)	due by 11:59pm
Tue Jul 3, 2018	 Influential Internet Companies (https://canvas.santarosa.edu/courses/31399/assignments/237895)	due by 11:59pm

Date	Details	
Fri Aug 10, 2018	 Project: Three Hours of Code (https://canvas.santarosa.edu/courses/31399/assignments/237943)	due by 11:59pm
	 Computer Concepts #1 (https://canvas.santarosa.edu/courses/31399/assignments/237915)	
	 Computer Concepts #2 (https://canvas.santarosa.edu/courses/31399/assignments/237916)	
	 Extra Credit: Computing Alternatives (https://canvas.santarosa.edu/courses/31399/assignments/237918)	
	 Extra Credit: More Small Basic (https://canvas.santarosa.edu/courses/31399/assignments/237920)	
	 MS Office Lab #1 (https://canvas.santarosa.edu/courses/31399/assignments/237922)	
	 Office: Unit J - Alternate for Mac (https://canvas.santarosa.edu/courses/31399/assignments/237932)	
	 Office: Unit K (https://canvas.santarosa.edu/courses/31399/assignments/237933)	
	 Office: Unit K - Alternate for Mac (https://canvas.santarosa.edu/courses/31399/assignments/237934)	
	 Office: Unit L (https://canvas.santarosa.edu/courses/31399/assignments/237935)	
	 Office: Unit L - Alternate for Mac (https://canvas.santarosa.edu/courses/31399/assignments/237936)	
	 Programming: Alternate for Mac (https://canvas.santarosa.edu/courses/31399/assignments/237940)	
	 Project #1 (https://canvas.santarosa.edu/courses/31399/assignments/237941)	
	 TIA: Chapter 2 Review (https://canvas.santarosa.edu/courses/31399/assignments/256712)	