Course Syllabus

CS5 - Computer Literacy - section 1968
August 22, 2018 to December 12, 2018

Instructor Contact

Beaury Foshée

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Phone: 707-494-8696

Email Policy: The best way to reach me is via email. I will answer email at least once every 24 - 48 hours.

You can also text me at 707-494-8696. Since you are not in my Contacts, start the text with CS5 and your name.

Class Meetings

This class is taught on Wednesdays from 5:30p – 9:30pm - Petaluma Campus, Call Building, rm PC644.

Instructor office Hours

Wednesdays - 4:30p to 5:25p – room TBA.

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 exams and class assignments.

Lab work offers some 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.

Students are welcome to use Windows or Mac OS for this class to do work using various tutorial programs, and Office Applications.

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/

Note: CS 5 is a 3-unit course.

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.

Objectives

Upon completion of the course, students will be able to:

1. Identify the components and function of the hardware used in a computer system.
2. Describe the function of system software.
3. Describe the function of application software.
4. List the steps in systems analysis and design.
5. Describe the popular programming languages and the process of developing computer software.
6. Discuss simple computer programs.
7. Analyze the impact of computer technology and its ethical implication on society.
8. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, and multimedia software.
9. Demonstrate proficiency in electronic communications technology.
10. Explain basic computer networking concepts and architecture.
11. Use the Internet and World Wide Web to perform research.
12. Create a basic Web page.
13. Demonstrate an understanding of social networking.
14. Discuss computer security and its importance for business and personal use of computers.

Topics and Scope:

1. Computer Literacy as a Necessary Skill in the 21st Century

d. Database Software

e. Graphics and Multimedia Software

f. Web Design Software

7. System Software

a. Operating Systems

b. Utility Programs

c. File Management

8. Computer Networking

a. Networking Fundamentals

b. Network Architectures

c. Network Components

d. Wireless Networks

e. Personal Area Networks

9. Computer Security

a. Computer Threats (Hackers, Viruses)

b. Computer Safeguards (Antivirus Software and Other Security Measures)

10. Mobile Computing

a. Mobile Computing Devices

b. Portable Media Players

c. Smartphones and mobile devices

d. Notebooks

11. Software Programming

a. The Binary Numbering System

b. Low Level Programming Languages

c. High Level Programming Languages

12. Databases and Information Systems

a. Database Types

b. Data Mining and Data Warehouses

c. The Systems Development Lifecycle

d. Systems Analysis

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

The textbook is required.

Technology In Action, Complete (13th edition)
Evans, Martin, Poatsy
ISBN-13: 9780134289106
Prentice Hall copyright 2016

Please pay special attention to the title. Technology in Action, Complete, **Complete** being the operative word. There are many Introductory copies out there. Introductory copies are abbreviated versions that do not contain all the chapters.

The access code is not needed, nor required. Please do not purchase a new book unless you just like spending a lot of extra money for no reason. You may choose between a digital copy, a rental, or the paperback copy of the book. You can locate and order textbooks online:

SRJC bookstore
Digital eBook Stream (Links to external site.)
eCampus.com (Links to external site.)
Chegg e-texts (Links to an external site.)

Materials and Supplies

You will need:

- 1 USB Flash Drive for lab

- Some way of keeping notes -- digital, written, or otherwise.

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

- If you don't already have it installed, here is a link to a great deal on Microsoft Office from the Foundation for California Community Colleges: CollegeBuys (Links to an external site.)

Important Dates

Date Class Begins:	8/22/2018
Last Day Add w/o add code:	8/26/2018
Last Day Drop for Refund:	9/2/2018
Last Day Drop w/o W:	9/9/2018
Date Class Ends:	12/12/2018
Last Day Add with add code:	9/9/2018
Last Day for P/NP option:	9/30/2018
Last Day Drop with W:	11/18/2018
Date Final Project Due:	12/19/2018
Date Midterm Roster:	10/15/018 - 11/18/2018

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. But, 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. Please drop if you do not wish to continue. https://www.santarosa.edu/app/admissions/

Attendance

I expect you to regularly (i.e. at least once a week) attend the class. Assignments are submitted via Canvas.

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 9/30/2018. 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 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 listed for each assignment. A late submission will receive a 20% penalty. Submissions more than one week late are not accepted without prior arrangement.

Assignments

The purpose of any assignment is to add to your understanding of the course content and the Office Applications (Word Processing, Spreadsheet, and Presentation), 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.

Grading depends on how thorough and accurate you are, and how well you communicate what you have learned. I am looking for learning, not perfection.

Exams

There will be one midterm 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.

The class will culminate with an intricate **Final Project** in lieu of a final exam.

The midterm cannot be made up, so you must take it during the time it is posted. No assignments will be accepted after 12/19/2018, the last day of class.

Grading Policy

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

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

This information is an example as the final course assignments are tentative at this point.

Tutorial Labs

Projects

Tests

Final Project

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

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.

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 (Links to an external site.) SRJC's statement on Academic Integrity

Emergency Evacuation Plan - for in-person classes

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

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).

Tentative Course Summary:

Date	Details	
Wed Aug 29, 2018	[Computer User](#) [Introduce yourself](#)	due by 11:59p due by 11:59p
Wed Sep 5, 2018	[Computer Components](#)	due by 11:59p
Wed Sep 12, 2018	[Applications](#)	due by 11:59p
Wed Sep 19, 2018	[Internet Scavenger Hunt](#)	due by 11:59p
Wed Sep 26, 2018	[Spreadsheets](#)	due by 11:59p
Wed Oct 3, 2018	[Hardware](#)	due by 11:59p
Wed Oct 10, 2018	[Operating Systems](#)	due by 11:59p
Wed Oct 17, 2018	[Digital Convergence](#)	due by 11:59p
Wed Oct 24, 2018	[Networking](#)	due by 11:59p
Wed Oct 31, 2018	[Security](#)	due by 11:59p
Wed Nov 7, 2018	[Database](#)	due by 11:59p
Wed Nov 15, 2018	[Programming](#)	due by 11:59p
Wed Nov 28, 2018	[Behind the Internet](#)	due by 11:59p
Wed Dec 5, 2018	[How the Internet Works](#)	due by 11:59p
Wed Dec 12, 2018	[Final Project](#)	due by 11:59p