

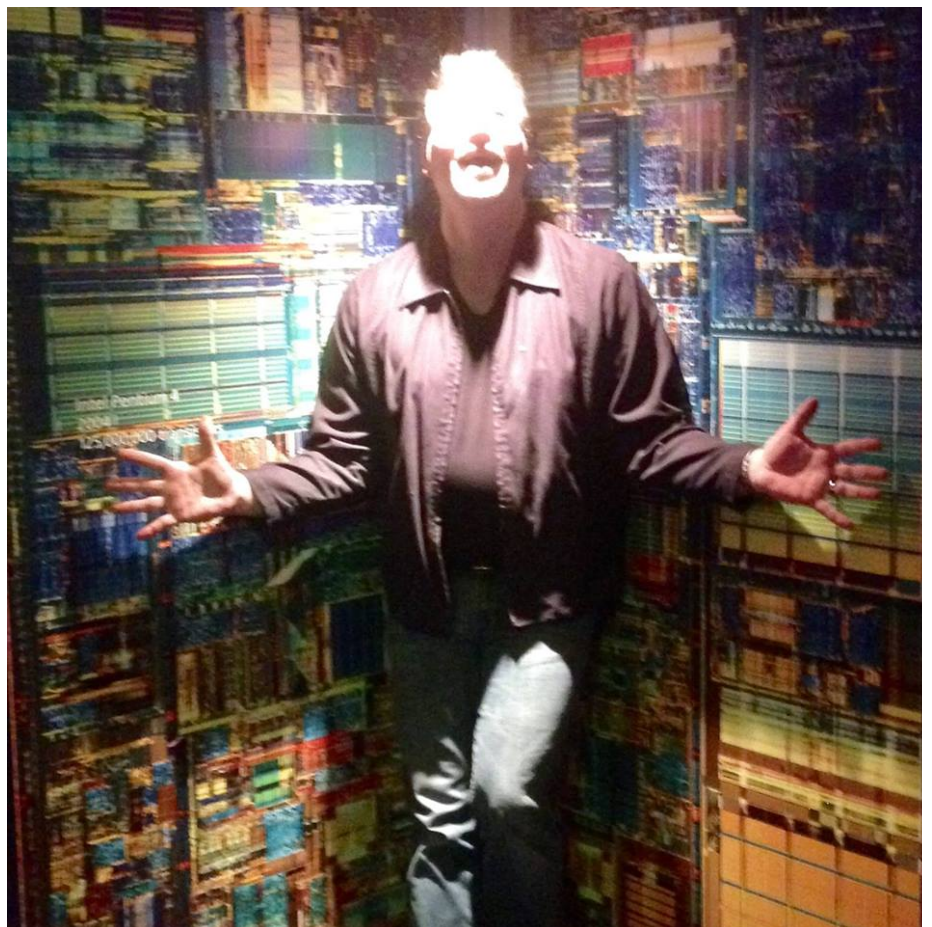
CS5: Computer Literacy: Section 2132: Rose

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CS 5 - Santa Rosa



Class Meetings

M	1:30- 4:30pm 4:30-5:30pm	2907 Maggini 2806 (http://maps.santarosa.edu/maggini-hall) Maggini (Required Lab)
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Open Labs: (for completing computer work)

Room 2811 M-Th 9am- 7pm

or

Doyle Library

Course Description

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

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

The lab work offers limited experience with operating systems, word processing, database, Web page creation, email, spreadsheet, database, graphics, presentation and document integration.

Lab exercises are demonstrated on PC using Windows, various tutorial programs. 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. 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/>)

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

Student Learning Outcomes

Students will be able to:

1. Recognize the capabilities and limitations of computer technology, and the impact of computing.
2. Critically assess the social and ethical implications of computer technology
3. Improve problem solving and critical thinking through the application of science to technology on activities.

Instructor Contact



Dr. Scott Rosen

Office: CS Dept Office (Santa Rosa)

Fax: (707) 778-3910

srosen@santarosa.edu (<mailto:srosen@santarosa.edu>)

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

Instructor Schedule

Monday

- 1:30-5:30pm **CS 5 Computer Literacy**
- 5:30-6pm **Office Hours** 2806 Maggini
- 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

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

Thursday

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

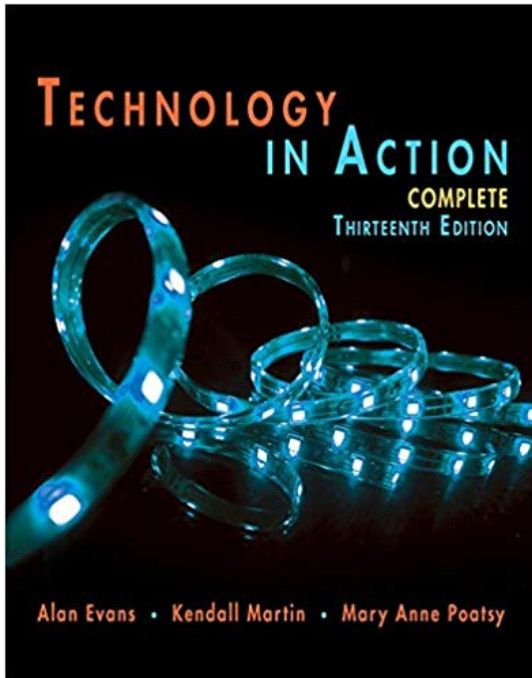
Course Web site

Students will use the Canvas course web site for assignment instructions, submit assignments, view 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
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_1?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_1?ie=UTF8&text=Mary+Anne+Poatsy&search-alias=books&field-author=Mary+Anne) (Author)

(Author)

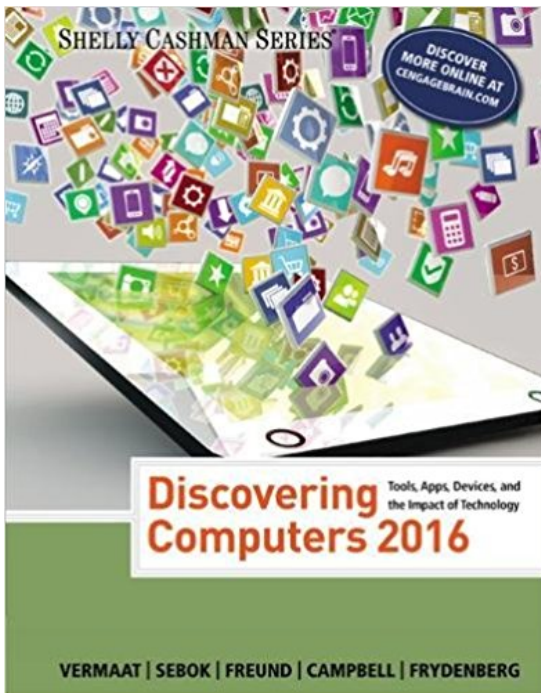
ISBN-13: 978-0134289106

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) (Author),
[Susan L. Sebok](https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Susan+L.+Sebok&search-alias=books&field-author=Susan+L.+Sebok) (Author),
[Steven M. Freund](https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Steven+M.+Freund&search-alias=books&field-author=Steven+M.+Freund) (Author),
[Jennifer T. Campbell](https://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Jennifer+T.+Campbell&search-alias=books&field-author=Jennifer+T.+Campbell) (Author)



[ie=UTF8&text=Jennifer+T.+Campbell&search-alias=author=Jennifer+T.+Campbell&sort=relevancerank\)](https://www.amazon.com/s/ref=dp_byline_sr_book?ie=UTF8&text=Jennifer+T.+Campbell&search-alias=author=Jennifer+T.+Campbell&sort=relevancerank)
(https://www.amazon.com/s/ref=dp_byline_sr_book?ie=UTF8&text=Mark+Frydenberg&search-alias=book=Mark+Frydenberg&sort=relevancerank) (At
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) (<http://bookstore.santarosa.edu/santarosa/home.aspx>). If your class is based out of Petaluma, you can be listed on the [Petaluma Bookstore](http://bookstore.santarosa.edu/petaluma) (<http://bookstore.santarosa.edu/petaluma>)

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

Day Class Begins:	Monday, August 20, 2018
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Day Class Ends:	Monday, December 10, 20
Day/Time of Final Exam:	Monday, December 17, 20 1:00 PM - 3:45 PM
Last Day to Add without instructor's approval:	Sunday, August 26, 2018
Last Day to Add with instructor's approval:	Sunday, September 9, 20
Last Day to Drop and be eligible for enrollment/course fee refund:	Sunday, September 2, 20
Last Day to Drop without a 'W' symbol:	Sunday, September 9, 20
Last Day to Drop with a 'W' symbol:	Sunday, November 18, 20
Last Day to Opt for Pass/No Pass:	Sunday, September 30, 20
First Census Date:	Monday, September 10, 20
Mid-Term Date:	10/15/2018 - 11/18/2018

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop from any class when that student's absences exceed ten percent (10%) of the strongly advised that if you need to miss more than one class/homework deadline, talk to 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 finish the course successfully. If you quit without officially dropping, you are still graded as if you completed the course, usually resulting in an "F" grade. <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 (if possible in case of emergency). Any absence without notifying me is unexcused. Three unexcused absences may result in dismissal from class. After any absence, you must get class handouts from the class Web page and notes from a classmate. Please let me know 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 P/NP form with Admissions and Records. With a grade of C or better, you may choose to take the class P/NP.

You must file for the P/NP option by [date]. Once you decide to go for P/NP, you will not receive a letter grade. If you are taking this course as part of a certificate program, you cannot 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 each 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 be accepted with a 10% 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 to practice using the software applications (Word Processing, Spreadsheet, Presentation and Database), not to test your knowledge. You may need to do some exercises more than once to get a better understanding of how to do them.

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

Projects (4):

In addition to lab exercises, three projects will be assigned. Projects allow you to apply the knowledge and abilities acquired. You will work in teams on some, on others you will work individually. Team projects will be graded based on your self evaluation, and my observation of your participation. Projects include completing the assigned activity as well as preparing a 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 and supplemental materials. If any exam is missed, a zero will be recorded as the student is expected to take the exams by the due date.

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

Missed Tests

If you cannot be in class for a test or the final exam, contact me in advance (or as soon as possible in case of emergency) to arrange a make-up time. You will not be allowed to take the final 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 assignments and comments in the Canvas gradebook.

Grades will be based on the total percentage of points earned during the course.

- 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 the final exam to pass the class.

Standards of Conduct

Respect

The best way to learn is through active participation; therefore, we respect other people's time, listening actively, and by being polite even when we disagree with another person. Please turn off all electronic devices. If you use a laptop for note taking, please sit in the front of the classroom. No food or drink in class please.

Students who register in SRJC classes are required to abide by the SRJC Student Code of Conduct. A violation of the Standards is basis for referral to the Vice President of Student Affairs 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 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)

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

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

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please evacuate immediately, but calmly. Our class will meet at a designated spot to make sure everyone is accounted for and to receive further instructions. (If the class is on a second or third floor, please follow the directions to the stairs). If you are a student with a disability who may need assistance, please see me during my office hours as soon as possible so we can discuss a plan.

Special Needs

If you need disability related accommodations for this class, such as a note taker, special furniture, etc., please provide the Authorization for Academic Accommodations form to the Disability Resources Department (DRD) to the instructor as soon as possible. You may also contact the instructor privately during office hours about your accommodations. If you have already received accommodations 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 content. If you should contact their instructor as soon as possible if they find that they cannot access the content. Students with disabilities who believe they need accommodations in this class should contact Disability Resources (527-4278).







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Course Summary:

Date	Details
Wed Aug 22, 2018	 Check-In Discussion (https://canvas.santarosa.edu/courses/33657/assignments/12345)
Mon Sep 10, 2018	 Lab 1: Introduce Yourself (https://canvas.santarosa.edu/courses/33657/assignments/12346)

Date	Details
Mon Sep 17, 2018	 Project 1: Computer User Interview (https://canvas.santarosa.edu/courses/33657/assignments/123456)
	 Lab 2: Binary Mathematics (https://canvas.santarosa.edu/courses/33657/assignments/123457)
	 Lab 4: Desktop Build (https://canvas.santarosa.edu/courses/33657/assignments/123458)
Mon Oct 1, 2018	 Lab 3 Computer Build Simulator (https://canvas.santarosa.edu/courses/33657/assignments/123459)
	 Project 2: Buying a Computer (https://canvas.santarosa.edu/courses/33657/assignments/123460)
Tue Oct 2, 2018	 Lab 6: Workin with Wikis (https://canvas.santarosa.edu/courses/33657/assignments/123461)
Mon Oct 15, 2018	 Lab 5: Spreadsheets (https://canvas.santarosa.edu/courses/33657/assignments/123462)
Wed Oct 24, 2018	 Midterm Study Guide (https://canvas.santarosa.edu/courses/33657/assignments/123463)
	 Submit Midterm Here (https://canvas.santarosa.edu/courses/33657/assignments/123464)
Mon Nov 19, 2018	 Lab 7 Internet Scavenger Hunt (https://canvas.santarosa.edu/courses/33657/assignments/123465)
Wed Nov 21, 2018	 Project 3: Making a Web Page (https://canvas.santarosa.edu/courses/33657/assignments/123466)

Date	Details
Tue Dec 4, 2018	 Final Project - Video (https://canvas.santarosa.edu/courses/33657/assignments/1234567890)
Wed Dec 5, 2018	 Project 4: Research Presentation (https://canvas.santarosa.edu/courses/33657/assignments/1234567890)
	 Lab 8: Cyber Security (https://canvas.santarosa.edu/courses/33657/assignments/1234567890)
	 Roll Call Attendance (https://canvas.santarosa.edu/courses/33657/assignments/1234567890)