



Syllabus for CS5 Computer Literacy Summer Semester 2019

Instructor: Kathryn Boyett

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Please put "CS5" as the subject of your e-mail
(You can expect a response within 24-48 hours during the week,
none on weekends).

Phone: (707) 527-4778 (CS Department)

Home Page: <https://profiles.santarosa.edu/kathryn-boyett>

Office Hours: Friday nights = 5:00 to 7:00 p.m.

Communication other than Office Hours noted above: Please send messages to me using the Inbox feature (located on the left sidebar) in Canvas for any questions you have regarding this course. I will make every effort to respond within 24-48 hours.



NOTE: In the process of taking this course, if situations arise in your life that make it difficult for you to meet course deadlines, please keep me informed as early as possible.

ONLINE LEARNING AND CANVAS

If you are "new" to online learning, please visit the SRJC Distance Education [New to Online Learning?](#) Webpage for valuable information before you begin the course.

There you will find information about:

- Preparing for Online Learning
- Getting Started
- Success Tips
- Hardware/Software Requirements

If you are "new" to the Canvas delivery system for an online class, please visit the SRJC Distance Education [Learn Canvas Now](#) Website for valuable information before you begin the course. There you will find information on how to:

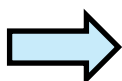
- Get Ready To Use Canvas
 - Log In To Canvas
 - Canvas How-To Videos
 - Get Help In Canvas
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COURSE INFORMATION

This Computer Literacy course is designed for the individual wanting a broad knowledge of computer concepts. The course requires the use of an IBM compatible computer running a Microsoft Windows operating system. The course will be presented through the Canvas delivery system. It will be taught entirely online; there are no face-to-face meetings. If you need to contact me during the course regarding something private, send me a private message using the Inbox feature in Canvas, or, **in an emergency**, you may send a message to my SRJC e-mail account at kboyett@santarosa.edu.

During the next eight weeks you will be spending time reading your text and lecture material, completing assignments/activities from the text and handouts, completing homework assignments, taking quizzes, posting discussions, etc. through the Canvas Course Management System. Access to this course is 24 hours a day, 7 days a week. Please know that I will not be available 24/7; I typically do not work on the weekends. Refer to my office hours above.

STUDY TIME REQUIRED FOR THIS CLASS



WARNING: This is a full-semester 16-week class that is being taught in the summer as an 8-week class. You will be doing twice as much work each week as normal. Consider it as taking two classes instead of one.

Online courses typically require more (not less) time than traditional face-to-face classes. In order to be successful in this online course, it will be important for you to plan your schedule so that you can spend the necessary hours per week to complete projects and homework assignments, grasp concepts, take quizzes, etc. Successful students will read all the instructions carefully and complete all necessary work by the due date. Each week begins on Monday at 8:00 a.m. and ends the following Sunday at 11:59 p.m. at which time all assignments will be due.

“Most students find they need to spend **three** hours on homework and assignments outside of class for each credit hour they take. For example, a typical semester-long, **three**-credit hour class would require a commitment of approximately 12 hours per week.” (<http://www.austincc.edu/nexus/acc101/prezi/credit-hours.html>) *Remember though this is equivalent to taking two classes which would be 24 hours!*

DESCRIPTION

This course is 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.

COURSE UNITS

Upon successful completion of this course you will earn 3.0 units that are transferable to the California State University or University of California systems.

You may choose to receive a letter grade for this course OR you may choose the P/NP option. By default you will receive a letter grade for this course. If you decide to choose the P/NP option, you must notify the Admissions and Records office by the specified date. Check with a counselor for further information.

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.
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COURSE OBJECTIVES

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

- Identify the components and function of the hardware used in a computer system.
- Describe the function of system software.
- Describe the function of application software.
- List the steps in systems analysis and design.
- Describe the popular programming languages and the process of developing computer software.
- Create a simple computer program.
- Analyze the impact of computer technology and its ethical implication on society.
- Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation, database and multimedia software.
- Demonstrate proficiency in electronic communications technology.
- Explain basic computer networking concepts and architecture.
- Use the Internet and World Wide Web to perform research.
- Create a basic Web page.
- Demonstrate proficiency in social networking.
- Discuss computer security and its importance for business and personal use of computers.

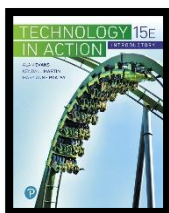
Course Outline website:

https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=37163&Semester=20175

PREREQUISITES

There are no prerequisites for this course. Since there will be considerable reading, it is recommended that you are eligible for ENGL 100 or ESL 100. No previous experience with computers is required or assumed.

TEXTBOOK REQUIREMENT



The REQUIRED textbook for the class is –

"Technology in Action, Complete 15th Edition"

Author: Alan Evans, Kendall Martin, Mary Anne Poatsy

Publisher: Pearson Publisher

ISBN: 13: 97801348374740 or 10: 013483474

Complete being the operative word. There are many "Introductory" copies out there. Introductory copies are abbreviated versions that do not contain all the chapters. You can purchase the textbook new or used from the SRJC or online (see "note" below). You can contact the [SRJC Bookstore](#) to have the text mailed to you.

NOTE: Be careful about ordering the textbook online. It may come "late" causing you to miss deadlines. There may be pages missing if it is a used book. Be sure you order the correct book. If you need to return it and get another, you may not have time to complete the assignments.

IMPORTANT SRJC DATES



Course Begins	June 17, 2019
Last Day to Drop with full refund	June 22, 2019
Last Day to Drop without a "W"	June 28, 2019
Last Day to Opt for P/NP	July 3, 2019
Last Day to Drop with a "W"	July 28, 2019
Course Ends	August 11, 2019

According to the SRJC Attendance policy, 8.1.5P, students will be dropped who have not logged in and initiated active participation by 11:59 p.m. of the first day of class.

If you log-in to the class, I will not drop you.
It is the student's responsibility to file an official add, drop, or P/NP options.
Failure to drop may result in a failing grade.

HARDWARE AND SOFTWARE

Santa Rosa Junior College is committed to providing students who do not have a home or office computer the ability to complete online courses by using one of the college's computer labs. Therefore, you can use computers at either the Santa Rosa or Petaluma Campus computer lab to complete your homework if needed. In Santa Rosa you can use the Maggini Hall Computer Lab in Room 2811 on the second floor. In Petaluma you will use the computer lab the Call Hall Computer Lab in Room PC 641 on the first floor. You can visit the website [SRJC Computer Lab](#) for further information.

For this class you must have the following:

- A working e-mail address – if you do not already have one, you may register for a free e-mail account with [Hotmail](#), [Yahoo](#), or [Google](#). Or, you may apply for one from Santa Rosa Junior College at: [Student e-mail](#).
- Access to a Computer Lab at Santa Rosa, or Petaluma campuses, OR access to a Personal Computer which meets the Online [Computer Readiness Test](#) and access to the Internet.
- Microsoft Office software.
- Microsoft Windows operating system (Windows 7, 8, 10).
- A browser such as Microsoft Edge, Internet Explorer, Mozilla Firefox, or Chrome (preferred), etc.
- Adobe Reader (see below)

It is a good idea to back up your course work on a regular basis. To do this, you will need to use a USB flash drive, cloud storage, or external HD drive storage. It is the student's responsibility to maintain a backup of all course work. If your student files are damaged or lost, you will be able to restore them from your backup. Refer to Microsoft Windows Help program for the steps to use the Microsoft Backup program. Another option is to use Dropbox. This feature allows you to store your files in a secure folder online and you can access the files from any computer making it perfect to work wherever you have Internet access. You can open a Dropbox account by going to the [Dropbox](#) website.

ADOBE READER (software needed to read PDF files):

You will need to have Adobe Reader installed on your computer in order to read the PDF files in this course. If you do not have Adobe Reader on your computer, go to the [Adobe](#) website to download and install the free software.

HOW TO SUCCEED IN THIS CLASS

You will need to read each lesson and complete all exercises in the textbook — including those that have not been assigned for grading. You should schedule enough time each week to complete your assignments (see Study Time Required section above).

- Do not allow yourself to get behind in your assignments. Be sure to note deadlines for assignments, discussions, quizzes, homework, etc.
- When working through your weekly assignments, complete all these steps:
 - Read through all the material in the textbook.
 - Complete all the textbook exercises and assignments—including those not required for grading.
 - Clearly label all documents with your personal information as directed.
 - Submit your assignments by the due date/time.
- Check the **Gradebook** for points earned every week to make certain your points are recorded accurately. If you note any discrepancy, please send me a private message using the Inbox feature in Canvas as soon as possible. The grade in the Canvas gradebook is **NOT** your grade in the class. It only reflects those assignments you have submitted through Canvas that show in the gradebook.
- There are no make-up exams or extra credit in this course.
- “Late” work is not accepted.

Helpful Web Links for Online Learning

- The SRJC [Distance Education](#) Webpage has a lot of information and links for students interested in taking online classes.
- SRJC Distance Education [New to Online Learning?](#) Webpage has valuable information that will help you understand what is involved and what you can expect by taking online courses at Santa Rosa Junior College.

GETTING HELP

As with any computer course, it is helpful if you have a working knowledge of the computer and keyboard. However, there may be times when you don't understand the instructions or you can't submit your assignment. Please don't hesitate to ask for assistance when you need it. There are a number of ways to receive assistance:

- If you are working at home, ask a family member or friend.
- If you are working at one of the computer labs at either the SRJC or Petaluma campus, ask a lab assistant for help.
- You can message me anytime and I will respond usually within 24-48 hours.

Be aware that I do not give technical computer or printer help. I can only help with the use of the software, features, and assignment instructions.

STUDENT PARTICIPATION AND RESPONSIBILITIES

This is **not** a self-paced course; participation is required by all students throughout the course. It will be necessary to log in to the course several times during the week in order to meet deadlines and to be able to participate. You are to access the following features throughout this course:

- **Syllabus** to determine course requirements.
- **Modules** to view and determine assignments.

- **Discussions** to post responses to specific topics or get help.
- **Quizzes** to submit answers to homework questions and quizzes.
- **Assignments** to submit assignments/projects.
- **Gradebook** to check your progress throughout the course.
- **Web Sites** referenced in lessons to gain knowledge, answer questions, etc.

To contact the instructor - Kathryn Boyett

- Use the **Inbox** feature in Canvas as **main source** of contact.
- Use SRJC e-mail, kboyett@santarosa.edu, only if there is an emergency.

COMMUNICATING IN CLASS

Discussions will be used to respond to particular topics requested by the instructor and/or to get help. The discussion board is to be used only for those purposes. If used in any other manner, this feature may be removed. Please read the Netiquette section for expected behaviors.

Private messages are those messages you wish to send **ONLY** to the instructor. To send a "private" message use the Inbox feature in Canvas. E-mail should be used only in case of an emergency.

NETIQUETTE

Netiquette is etiquette on the Internet. How do we relate to each other online? What behaviors do we demonstrate? Just because people are not working together face-to-face is no excuse for behaving poorly. While I do not expect my students will abuse each other or me, I think it is important to provide them with a list of my expectations.

Be courteous - Use personal and professional courtesy and considerations in e-mail and discussion messages.

Think before sending - Think twice before you click on the "send" or "post" button. If you are upset, it is best to create a draft and file it away for a day or two. Then reread your message. Sometimes it will be easier to write the message when you are not as emotionally engaged.

Be polite - Remember, with written messages there is no body language to view; and what you may think is cute and funny, another person may read as hurtful or rude.

Do not engage in "flaming" - This is the act of yelling or replying in an attacking and rude fashion to someone who may have stepped out of line. If you are having difficulties with another student in this class, it is best to contact your instructor for help. Do NOT use all capital letters.

Contact your instructor for help - If you are experiencing difficulties with something in the course, send a message using the Inbox feature in Canvas to the instructor and ask for help instead of frustrating yourself by trying to solve it alone. This could be a Canvas feature, instructions with an assignment, technical problems, etc. Your instructor is here to help you.

WEEKLY MODULE

This is an 8-week course. It will move quickly, so try very hard not to fall behind. Take a moment to review the weekly schedule and possibly take a look at your personal calendar so that you can allow approximately enough time per week to complete the course assignments. Depending upon your level of computer proficiency, you may need to spend more time. If you are working on a computer with a dial-up modem or your computer is older and slower, you may want to allow more time for the course. You may also want to visit one of the computer labs on the JC campus in order to complete homework questions, submit assignments, or take quizzes.

It is a very good idea to start the week each Monday by reading that week's requirements. Each week will include a lecture and required activities that include reading from the textbook, a quiz, assignments to complete, homework questions, a discussion question, etc. Plan on doing two chapters each week!

COMPLETING WEEKLY ASSIGNMENTS

Use the Module feature in Canvas to view weekly assignments, tasks, quizzes, discussions, etc. Assignments will vary week to week, therefore, be sure to read the information weekly and follow directions carefully. Each week begins on Monday at 8:00 a.m. and ends the following Sunday at 11:59 p.m. It is a good idea to print the Module and keep it for future reference.

If you are having problems with a particular exercise/lesson, post your questions to the General Questions area to get help. If you don't resolve your problem this way, send me a private message using the Inbox feature in Canvas. The General Question discussion area is to be used only for items that pertain to the lesson, exercise, activity, etc. Any other posting will be deleted.

LATE ASSIGNMENTS

Because this is a class that builds on previously learned material and knowledge, it is important to stay current with your work. ***Therefore, assignments will NOT be accepted after the due date.*** It is your responsibility to get your work submitted on time. Do not use excuses for missing the class deadlines.

ASSESSMENT/GRADING

Assignments, discussions, projects, homework questions, quizzes, etc. are to be completed by the due dates listed in the Module. You will be evaluated on textbook assignments (70%); participation in discussions (10%); quizzes (5%); and a Final Test (15%)—written and/or production. Your grade is determined by dividing the number of

points earned by the total number of points possible for each of these areas. Some class activity points will be posted to the class gradebook online, but not all. The gradebook is to be used as a reference to assignments turned in online and points earned. It will **NOT** show the final grade in the class as it is not set up to determine the different percentages assigned as outlined above.

The SRJC grading scale will apply (percentage of total points) in determining your course grade:

Percentage	Grade
90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

Late Work Policy: Work submitted past the due date/time will NOT be accepted or graded.

Extra Credit Policy: There is no extra credit for this course.

***ALL WORK MUST BE SUBMITTED BY THE END OF CLASS
ON THE LAST DAY OF SCHEDULED CLASS.
NO EXCEPTIONS!
NO WORK WILL BE ACCEPTED OR GRADED AFTER THAT TIME!***

Textbook Assignments = 70% of your course grade

All assignments are to be turned in by Sunday at 11:59 p.m. **There is no extra credit work for this course.**

Each week you will have assignments from the lesson to complete and submit for a grade. If you have not submitted assignments in Canvas before, you can view a [tutorial](#) to learn more about how to do so.

Grading on assignments in this class is very objective. The basis for a grade on an individual assignment is whether the directions are followed, the features are applied correctly and can be verified, the assignment is complete, the document has correct spelling/grammar, punctuation, capitalization, etc. Each assignment will be graded individually.

Discussion Participation = 10% of your course grade

Discussion questions are a part of your grade for the class. It is important that you are “active” in the class and participating. This will be monitored through your presence in the discussions of the class. If you have not used the Discussion feature in Canvas before, you can view a [tutorial](#) to learn more about how to do so.

Discussions will be graded based on the following:

POINTS	CRITERIA
10	Message posting IS explanatory, logical, thorough, well written. It meets the requirements and gives details in support of posting.
5	Message posting is NOT explanatory, logical, thorough, well written. It does not meet the requirements or doesn't give details in support of posting
0	No message posted; text message shorthand used in posting.
Points may be deducted for spelling/grammar errors, capitalization, punctuation, etc.	

Be sure to make an original posting on the topic as well as respond to other student's postings for each topic if required. Check the minimum word requirement where the assignment is given. Your responses must be more than a simple agreement or disagreement with the student's message. You must explain why you agree or why you do not agree. Also, be sure to spell check your response and use proper grammar, capitalization, and punctuation. Text message shorthand is NOT acceptable and will result in "0" points for the assignment. Inappropriate or off-topic posts will be removed.

Quizzes = 5% of your course grade

There will be a quiz over each lesson. These quizzes can be true/false, multiple-choice, matching, fill-in the blank, short answer, etc. You will have 15 minutes in which to complete the quiz. Only the first submission will be accepted. Opening the quiz and not completing it counts as a submission. Be sure you are ready to complete the quiz once you open it.

Final Test = 15% of your course grade

Your final test will have two parts. One part will be a written test similar to the quizzes over the textbook/lecture material. The second part will be production of assignments that will show your comprehension of the material covered during the course

This course is offered for a GRADE or Pass/No Pass. In order to take this class for P/NP, you must comply with the Pass/No Pass requirements. Visit the [SRJC Frequently Asked Questions Page](#) and expand the "How does the pass/no pass or grading option work?" section.

STUDENT CONDUCT AND ACADEMIC INTEGRITY

Professional behavior is expected of all students. You are to abide by the SRJC policies for conduct, ethical behavior, and other rules/regulations as they apply. You are also expected to maintain the highest standards of academic honesty and integrity while in this course and as a student at Santa Rosa Junior College. Students assume full responsibility for the content and integrity of the academic work they submit.

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](#).

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. I encourage students to share information and ideas, but not their work. See the [SRJC Academic Integrity Policy](#).

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disability Resources (527-4278), third floor Bertolini, as soon as possible to better ensure such accommodations are implemented in a timely fashion. All requests need to be submitted by the beginning of Week 2 in order to be honored.

COURSE AGREEMENT

This syllabus is an agreement between you and the instructor. Continued registration in this course means that you agree to the information, policies, and procedures as outlined in the syllabus.

This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement, and/or make changes if the need arises.

WHAT TO DO NEXT

Click on Module 1: Week 1 – Chapter 1. There you will find the reading, homework questions, assignments, discussion question, quiz, etc. for Chapter 1. Next, click on Module 2: Week 1 – Chapter 2 and complete the activities/assignments for Chapter 2. ***Both Chapter 1 and Chapter 2 are due this first week!*** Plan accordingly.

