

# CS5: Computer Literacy

## Section 1365, Fall 2019 Course Syllabus

**Instructor:** Ethan Wilde, [ewilde@santarosa.edu](mailto:ewilde@santarosa.edu)

### 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.

**Recommended Preparation:** Eligibility for ENGL 100 or ESL 100

*Wherever your future takes you, technology and computers are bound to be involved. In the 21st Century, computers are present in more and more daily scenarios than we can begin to imagine. Even if you don't intend on working with computers on a day-to-day basis, an understanding of the impacts of technology and mastery of common software applications will support your future success. We will explore topics of technology and computers with a critical view of the impacts of technology on society, while working with current versions of common office productivity software, to become proficient in the use of computer technology to express ourselves and voice our opinions.*

### 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.

**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. Create a simple computer program.
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, database 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 proficiency in 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
2. The History of Computer Technology
3. Computer Hardware
4. Using the Internet and World Wide Web
5. Information Technology Ethics
6. Application Software
7. System Software
8. Computer Networking
9. Computer Security
10. Mobile Computing
11. Software Programming
12. Databases and Information Systems

### **Assignments:**

1. Read approximately 30 pages per week from the textbook and other sources
2. Written homework and reading reports that review recently-covered topics
3. Problem solving exercises requiring the use of spreadsheets and database management software
4. Complete laboratory exercises in operating systems and word processing, spreadsheets, database management, and other application software
5. Individual and/or team projects may include research and write-up of computer related articles on the web or technology magazines, interviews and reports, writing a basic program, team presentations on current trends in technology
6. Four quizzes, midterm and final exam
7. Peer critiques
8. Participation in electronic message board discussions (online only classes)

# Class Meetings

## Fall 2019 Schedule

Online Meetings	Weeks start on Tuesdays	Face to Face
Live weekly Web conference (optional) <a href="https://cccconfer.zoom.us/j/820255063">https://cccconfer.zoom.us/j/820255063</a>	Tuesdays, 11:30am - 12:30pm	None

*All class materials for each module will be released online in Canvas on Tuesdays throughout the entire semester. A weekly live online meeting will be held on Tuesdays, 11:30am- 12:30pm. Attendance at the live web conferences is optional but highly recommended. Use this link to join during the live meeting: <https://cccconfer.zoom.us/j/820255063>. To view any weekly lecture's recorded screencast, visit the Screencast page for any week in the Modules section.*

## Instructor Contact

### Ethan Wilde

Email: [ewilde@santarosa.edu](mailto:ewilde@santarosa.edu)

Phone: 707-527-4855

### Fall 2019 Office Hours

*August 20 – December 12, 2019*

Tuesdays (in office)	1:00pm - 2:00pm	Maggini 2937
Thursdays (online)	10:00am - 2:20pm	Online: Email <a href="mailto:ewilde@santarosa.edu">ewilde@santarosa.edu</a> or Skype <a href="#">ethanwilde</a>

[» Reserve a future office hour appointment](#)

I respond to emails within 48 hours. I never respond on Sundays.

## Course Web Site

**Online Students will use the Canvas course web site to access all course content,** for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.

## No Required Textbook

This course uses instructor-assigned reading.

## Equipment

- **A personal computer**, either at home, work or on the Santa Rosa or Petaluma campuses.

## Required Software

- **Web browsers** such as:
  - [Google Chrome](#)
  - [Mozilla Firefox](#)
- **Word Processing software** such as:
  - [Microsoft Word](#)
  - [Google Docs](#)
  - [Apple Pages](#)
- **Spreadsheet software** such as:
  - [Microsoft Excel](#)
  - [Google Sheets](#)
  - [Apple Numbers](#)
- **Presentation software** such as:
  - [Microsoft PowerPoint](#)
  - [Google Slides](#)
  - [Apple Keynote](#)
- **Database software** such as:
  - [Microsoft Access](#)
- **Online web-based software** services such as:
  - <https://codecombat.com/>
  - <https://scratch.mit.edu/>
  - <https://www.khanacademy.org/>
  - *Note: these services may require account registration using your email address.*
- [Adobe Reader](#)

## Important Dates

**Day Class Begins: Tuesday, August 20, 2019**

Day Class Ends: Friday, December 20, 2019

Last Day to Add without instructor's approval: Sunday, August 25, 2019

Last Day to Drop with refund: Sunday, September 1, 2019

Last Day to Add with instructor's approval: Sunday, September 8, 2019

**Last Day to Drop without a 'W' symbol: Sunday, September 8, 2019**

Last Day to Opt for Pass/No Pass: Sunday, September 29, 2019

**Last Day to Drop with a 'W' symbol: Sunday, November 17, 2019**

## **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 online courses, students who fail to complete the requirements of the first and second class modules will 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 September 29, 2019.** 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 “Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences.

## **Late Policy**

All assignments are due at 11:59pm Pacific time on the Monday corresponding to the due date. A late submission will receive a 10% penalty for each week it is late unless there is a prior written arrangement. Submissions more than two weeks late are not accepted without prior written arrangement.

## Exams

There will be online midterm and final exams. The material comes from the online materials, class lectures and supplemental resources. If any exam is missed, a zero will be recorded as the score, unless you have made prior written arrangements with me. It is your responsibility to take the exams by the due date.

## 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:

<b>A</b>	90% - 100%	900 points or more
<b>B</b>	80% - 89%	800 to 899 points
<b>C</b>	70% - 79%	700 to 799 points
<b>D</b>	60% - 69%	600 to 699 points
<b>F</b>	59% or lower	599 points or less

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

## Grading Breakdown

<b>65%</b>	650 points	<b>13 Written Homework + Reading Reports</b>
<b>5%</b>	50 points	<b>2 Problem-solving Exercises</b>

<b>5%</b>	50 points	<b>2 Projects</b>
<b>5%</b>	50 points	<b>10 Discussions</b>
<b>10%</b>	100 points	<b>4 Quizzes</b>
<b>5%</b>	50 points	<b>1 Midterm Exam</b>
<b>5%</b>	50 points	<b>1 Final Exam</b>
<b>100%</b>	1000 points	<b>1000 points possible</b>

## 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](#).

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](#)  
[SRJC's statement on Academic Integrity](#)

## 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 by calling (707) 527-4278 or visit online at [drd.santarosa.edu](http://drd.santarosa.edu).

## Student Health Services

Santa Rosa Junior College offers extensive health services to students. Visit Student Health Services online at [shs.santarosa.edu](http://shs.santarosa.edu) or call them at (707) 527-4445.

## Course Outline

<b>Start Date</b>	<b>Canvas Module</b>	<b>Topics</b>
8/20	Week 1	Course Introduction
8/27	Week 2	Impact of Technology on Society + World
9/3	Week 3	History of Computing Devices
9/10	Week 4	Hardware: Anatomy of Computers
9/17	Week 5	History of the Internet
9/24	Week 6	Networking: Anatomy of the Internet
10/1	Week 7	Being Online: Using the Internet
10/8	Week 8	Apps: Software We Use
10/15	Week 9	Midterm Exam Review + Midterm Project
10/22	Week 10	Midterm Exam
10/29	Week 11	Your Privacy + Security
11/5	Week 12	Media and Ethics
11/12	Week 13	<p>Global Challenge: Network Security</p> <p><i>(This week's live meeting falls on PDA Day, so a prerecorded online lecture will be offered instead)</i></p>



11/19	Week 14	Operating Systems + APIs
11/26	Week 15	Organizing Data: Databases
12/3	Week 16	Making Software: Coding
12/10	Week 17	Final Exam Review + Final Project
12/16 - 12/20 M - F	Week 18	Final Exam <i>(Exam online, no regular class meeting)</i>

**Note to online students:** the assignments listed above will become available as modules are released in sequence each week. To view course content, go to **Modules**.