Course Syllabus

Instructor Contact

Beaury Foshée

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

If you have a dire situation, you can also text me at 707-494-8696. Since you are not in my phone as a contact, start the text with CS5 and your name. Otherwise, I will assume the message to be spam.

Class Meetings

January 13 – May 13, 2020

PC 643 Call Building, Petaluma
M 9am - 11am
W 9am - 11am

Instructor office Hours

January 13, 2020 – May 13, 2020
Every Monday from 11:15am - 12:45pm Call Building, Room 600, adjunct faculty office. Holidays excluded.

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 tests and class assignments.

Lab work offers 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 PC, Mac or LINUX 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 https://assessment.santarosa.edu/Links to an external site.

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. 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. Becoming a Savvy Computer User and Consumer
3. Computers in Today's Careers

4. Understanding the Challenges Facing a Digital Society
5. The History of Computer Technology
6. Computer Hardware
7. Input Devices
8. Processing (System Unit)
9. Central Processing Unit
10. The Machine Cycle

iii. Random Access Memory

1. Output Devices
2. Storage Devices
3. Using the Internet and World Wide Web
4. Communicating Through the Internet: E-Mail and Other Technologies
5. Social Networking
6. Web Entertainment: Multimedia and Beyond
7. Conducting Business over the Internet: E-Commerce
8. Managing Malware and Online Annoyances
9. Accessing the Web: Web Browsers
10. Searching the Web: Search Engines
11. The Internet and How It Works
12. The Cloud
13. The Future of the Internet
14. Information Technology Ethics
15. Application Software
16. Word-Processing Software
17. Spreadsheet Software
18. Presentation Software
19. Database Software
20. Graphics and Multimedia Software
21. Web Design Software
22. System Software
23. Operating Systems
24. Utility Programs
25. File Management
26. Computer Networking
27. Networking Fundamentals
28. Network Architectures
29. Network Components
30. Wireless Networks
31. Personal Area Networks
32. Computer Security
33. Computer Threats (Hackers, Viruses)
34. Computer Safeguards (Antivirus Software and Other Security Measures)
35. Mobile Computing

36. Mobile Computing Devices
37. Portable Media Players
38. Smartphones and mobile devices
39. Notebooks
40. Software Programming
41. The Binary Numbering System
42. Low Level Programming Languages
43. High Level Programming Languages
44. Databases and Information Systems
45. Database Types
46. Data Mining and Data Warehouses
47. The Systems Development Lifecycle
48. 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 Evans, Martin, Poatsy (15th edition)

Evans, Martin, Poatsy

ISBN-13: 978013483787-1

Pearson
Digital or hard copies of the book are acceptable. You decide which works best. You will not need the book's access code, so used is perfectly acceptable, if not preferable due to lower cost.

Locate and order textbooks online

SRJC bookstore (Links to an external site.) (Links to an external site.)
Ebay (Links to an external site.) $46.31 – $52.76
Sheellas.com download (Links to an external site.) $29.99
Amazon rent or buy used (Links to an external site.) $36.72 – $55.02
Priority Textbook (Links to an external site.) $79.99

Materials and Supplies

You will need:

- Folder to hold CS 5 notes and assignments. The folder can be on your hard drive, a removable disk like a flash drive, or in the cloud.

- Although not required, it is helpful for CS 5 students to own a PC or Mac computer with Microsoft Office.
- While enrolled as a current student, you have **free** access to Microsoft Office 365 through the Santa Rosa Junior College. Follow this linkLinks to an external site. for directions.
- Here is a link to a super deal on Microsoft Office from the Foundation for California Community Colleges: CollegeBuys (Links to an external site.) (Links to an external site.)

Email:

Please apply for a Bearcubs email account. You will need it to access Google drive for some assignments. Additionally, the Bearcubs account is recommended for security concerns. Here is the link and information you will need to do so. Please read the FAQs if you have questions. https://student.santarosa.edu:85/apply/Links to an external site.

The Bearcubs email account is a gmail account that is especially good when used for some of the experimental assignments -- creating a blog, or testing software. You may not want to sign up for these accounts using your regular email addresses (spam concerns). If you use the Bearcubs email account solely for this class, you will be required to go into your MyCubby Portal to change your email preferences. Please do not send an email message telling me to use an alternative email address other than the one specified by you in MyCubby. The only person who can change your email preferences is you.

Important Dates

Date Class Begins:	1/13/2020
Last Day Add w/o add code:	1/19/2020
Last Day Drop for Refund:	1/26/2020
Last Day Drop w/o W:	2/2/2020
Date Class Ends:	5/13/2020
Last Day Add with add code:	2/2/2020
Last Day for P/NP option:	2/23/2020
Last Day Drop with W:	4/19/2020

Date Final and Final Project Due:	5/13/2020
Date Midterm Roster:	3/23/2020 – 4/19/2020

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop. The student portal makes it very easy to drop a course if within the drop deadline. If you are on the fence about dropping, 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 the remaining work, usually resulting in an "F" grade.

Attendance

I expect you to regularly interact with the class assignments via Canvas. A new chapter is usually presented with an assignment every week, excluding holidays or breaks.

Pass-No Pass (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 February 23, 2020. 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. A late submission will receive a 20% penalty. Submissions more than one week late will not be accepted without prior arrangement.

Labs and Projects

Lab exercises:

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

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

Projects:

In addition to lab exercises, three projects will be assigned. Projects allow you to apply the knowledge, skills, and abilities acquired. You will work in teams on some, on others you will work on your own. Your work on team projects will be graded based on your self evaluation, and my observations of your participation. Projects include completing the assigned activity as well as preparing a report or presentation. Details about each project will be discussed in class.

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.

A short Final Exam and a cumulative **Final Project** will cover the final requirements for the class.

The midterm cannot be made up, so you must take it during the time it is posted. No assignments will be accepted after May 13, which is the last day of class.

Grading Policy

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

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

Assignments - 65%

Midterm - 10%

Final Project - 25%

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 pageLinks to an external site..
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.)Links to an external site. (Links to an external site.)

SRJC's statement on Academic IntegrityLinks to an external site.

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.

Active Shooter

Yes, this subject needs mentioning considering current and past events in Santa Rosa and elsewhere. When a lockdown order is issued, your instructor will take active measures to protect your safety, i.e. turning off lights, locking doors, sheltering in place, and a plan of action if needed.

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).

Privacy

Your privacy rights are protected by the Family Education Privacy Rights Act of 1974 (FERPA). Find more information here.