CS 5 – Computer Literacy
Section 8405, Summer 2020 – Course Syllabus

Welcome

You will find this short, summer course to be fun as well as packed full of information. This is a short course and as a result, you will have assignments due twice each week. It is important to stay on track because if you fall behind in a summer session, it is very difficult to get caught up.

Since this is an online course, the organization of the course has been made as simple as possible. In each section, you should follow the directions on the module pages, which generally follow this pattern:

1. Read the lesson for the module
2. Review the PowerPoint presentations
3. View any video materials
4. Read the instructor's notes
5. Submit assignment(s) for the module
6. Take any online quizzes
7. Post your comments in the Discussion Board area when required

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 - Course Outline of Record

Duration: June 15 - August 9 (8 weeks)
Units: 3.0
Grade Code: Graded course with P/NP option
Recommended Preparation: Eligibility for ENGL 100 or ESL 100

Course Content and Objectives

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.
15. Explain the different career options available in the Information Technology sector.

Student Learning Outcomes

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.

Class Meetings

This is a 100% online class and there are no required in person meetings. Exams will also be completed online.

Instructor Contact

Pamela Darling-Facio
Email: Please use Canvas InBox or pdarling-facio@santarosa.edu
Phone: 707-527-4999, ext. 9600 (Voicemail only)
Online Office Hours: Wednesdays 5:00 – 7:00 pm and Fridays 9:00 – 10:00 am
I respond to emails with 24 hours, Monday-Friday.

Course Website

Students will use the Canvas course web site for assignment instructions, submitting assignments, taking quizzes, sharing resources, and viewing grades.

Textbook

There is no required text in this class. All materials will be available online. You should have a reliable Internet connection so you can view websites and online content.

Computer Labs

At Santa Rosa Junior College, we are committed to providing students who do not have home or office computers that they can complete online courses by using one of the college's computer labs. You must have:

- 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.
- Access to a Computer Lab at Santa Rosa, or Petaluma campuses, OR
- Access to a Personal Computer which meets the Online Requirements with access to the Internet.
- Microsoft Edge, Internet Explorer, Mozilla Firefox, or Chrome (preferred)
- Microsoft Office or a compatible office suite, such as Open Office or Libre Office.
- Adobe Reader (software needed to read PDF files)

As a student at SRJC you can purchase a full version of the Microsoft Office Suite at a considerable discount. You will need an santarosa.edu email address, which you can obtain from SRJC. In order to purchase MS Office at a discount visit the following site: College Buys.org

The Microsoft Office is available on both the Santa Rosa and Petaluma Campuses. In Santa Rosa you can use the Maggini Hall Computer Lab in room 2811. In Petaluma you will use the computer lab in Call Hall. Microsoft Office 2016 is installed on the computers.

Staff is available in the labs to provide you an orientation to the lab and assist you with the login procedure. All you need to do to when you get to the lab is to go to http://de.santarosa.edu/ and log in. It is lab policy that the printers in the labs are to be used to print required course work only. If you have any questions about printing, check with the staff in the campus lab that you are using.

Required Software

You will need a web browser such as Google Chrome, Safari, Firefox or Internet Explorer. You will need some sort of Office Suite program. It is recommended that you use Microsoft Office, but you can also use Open Office, which is a free office program.

As a student at SRJC you can purchase a discounted copy of Microsoft Office at JouneyEd.com. You will need to show proof of enrollment, which can take up to a week.

Important Dates

- June 15 - Class begins
- June 20 - Last day to drop with a refund
- June 25 - Last day to drop without a W
- June 30 - Last day to opt for Pass/No Pass
- July 26 - Last day to drop with a W
- August 9 - Last day of class
- August 12 – Last day to submit online Final Exam

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.

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.

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 as soon as the instructor creates an Announcement. A "Q&A Forum" is also on Canvas to ask for assistance of your classmates or of instructor.

Attendance

Although this is an online course, your "attendance" in class is mandatory. The factors that make up "attendance" include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates stated on the Class Schedule.

- It is the student's responsibility to opt for a P/NP (Pass/No Pass) grade.
- It is the student's responsibility to drop this course by the drop date(s) listed in this Syllabus.
- Students who have not submitted assignments or contacted me by June 25 will be dropped by the instructor as No Shows.

Exams

There will be an online midterm and online final exam in this course. These are timed exams and must be completed by the due date. Exams cannot be submitted late for any reason.

Late Policy

All assignments are due by midnight on the due date shown in the Modules link. You can submit an assignment before the due date, but, if you submit an assignment after the due date, a 10% penalty will be deducted from the points possible for each day the assignment is late. Assignments may be submitted any time before the last day of class and the maximum penalty will be 50%.

Discussion postings, quizzes, the midterm, and final must be completed by the due date and cannot be submitted late for any reason.

Grading Policy

There will be several assignments due each week along with a quiz and communication assignment. Assignments are worth five points each, quizzes are worth ten points, and communication postings are worth five points. You will also complete a midterm and final project. Visit the "Grades" in Canvas to keep track of your grades. I grade a number of times each week and post grades and comments on the online Canvas gradebook.

Grades will be assigned as follows:

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

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.

All students are expected to do their own work and save documents to their individual disk. Students copying or claiming the work of others as their own will be given an F (zero points) for the assignments.

How to Succeed in this Online Course

- Turn on notifications in Canvas. You can set notifications for daily, weekly, or a summary. You can be notified via text or email. When your notifications are on you will receive reminders and announcements from me about upcoming assignments. You can change your notifications using the **Account** button in the Global Navigation in Canvas.
- Be sure to note deadlines for online assignments, discussion posts, quizzes, and projects.
- Check **Grades** for points earned every week to make certain your points are recorded accurately. If you note a discrepancy, please send me a private message using the Canvas **Inbox** as soon as possible.
- There will be videos and online resources included each module. The videos are not required but are very informative.
- Above all, do **NOT** allow yourself to get behind in completing the assignments. If you get behind in the assignments, you will miss the deadlines for the assignments or quizzes. It is imperative that you do not miss the deadline or skip an assignment or quiz.

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. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:
SRJC Writing Center Lessons on avoiding plagiarism
SRJC's policy on Academic Integrity

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707-527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.