Fall 2023 Course Syllabus - Section 2132
CS 5 Computer Literacy - Meg S. Stoner, Instructor

Please see textbook information below to ensure you purchase the correct book.

All Wait List students will be admitted to the course.

Why This Course is Important to You

You will improve comfort level with computing technologies, your performance on the job, and your career potential. You will be able to:
1. Recognize the capabilities and limitations of computer technology, and the theoretical foundations of computing.
2. Critically evaluate and define the social and ethical implications of computer technology in your daily life.
3. Utilize computer systems in hands-on activities to improve problem solving and critical thinking.

Follow the Modules!

This is a completely online course, which is set up with weekly modules listing everything to be completed.

To be successful in this course, follow directions on the module pages, and complete requirements listed**:**

1. Review learning objectives related to chapter & assignments.
2. Utilize chapter PowerPoint content review and other textbook and provided resources.
3. Read assignment instructions carefully.
4. Submit assignment(s) for the module following instructions.
5. Post and participate in discussions following instructions.
6. Complete online chapter quizzes.

Course Description

This asynchronous completely online course is for anyone who wants to increase computer skill and knowledge.

- The course includes how computers work, how they are used, and how they impact business and society.
- Emphasis in the course is divided between a broad survey of the field of computer information systems, data collection and usage, the Internet, and the acquisition of computer skills necessary for more advanced classes.
- Such skills will involve use of the operating system, and productivity apps including word processing and text editor software.

Objectives:

Upon completion of the course, you 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 popular programming languages and the process of developing computer software.
6. Analyze the impact of computer technology and its ethical implication on society.
7. Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, and use of html code and a text editor.
8. Demonstrate proficiency in electronic communications technology.
9. Explain basic computer networking concepts and architecture.
10. Use the Internet and World Wide Web to perform research.
11. Create a basic Web page.
12. Demonstrate proficiency in social networking.
13. Discuss computer security and its importance for business and personal use of computers.

See full topics and scope of the course: CS 5 Course Details

Class Meetings

-- THIS COURSE IS TAUGHT ENTIRELY ONLINE -- You will purchase a textbook and also use online and downloaded resources. You will use the Canvas course web site for assignment instructions, submitting assignments, communication and participation, sharing resources, and viewing grades.

Exams

This course includes online weekly chapter review quizzes, and a comprehensive online final.

Instructor Contact Information

Meg Stoner
📧 Email mstoner@santarosa.edu
Online Office Hours: Tuesdays and Saturdays, 9-11 am

Meg Stoner Instructor Homepage

Computer Studies Department located at: Maggini Hall, 3rd Floor, 707-527-4778.

Communicating with your instructor and other students is especially important in online environments. I never want anyone to feel alone out there!

Please keep in touch!

All questions and messages sent to me arrive in my email. I check email at regular intervals every day. 🐱 I'm waiting to hear from you!

I monitor assigned discussions daily, and will add feedback and questions.

Every Friday morning, I send a reminder email, which includes the next week's schedule.

I start grading assignments Monday morning, and strive to complete by the end of the day.

The best way to get help is by posting in discussion areas in the course.

Click the Modules link to find discussion areas set up for each assignment, in each week. We are all in this together, and we need to communicate to get through this course.

 You can also send me a private using the Inbox. Look to the left side of Canvas for the Inbox button.

 Use the compose button to start.

You can also send me an email.

My response time to student posts and messages is As Soon As Possible! And no more than 48 hours, per college regulations.

My Teaching Philosophy

I am not only your instructor, I'm also a learner, in fact a continuous learner, so I have likely been in the same struggle and place you are, at least once or twice-

- Seeking a viable path, needing training, wanting a new or better job or a promotion;
- Juggling work, school, family, money, and getting enough exercise.

This is why I'm here, teaching, creating the best resources that I can, and why I want to help you through this course.

You should also know that I believe education and teaching will keep me on the same path of growing and learning and staying current. And, I hope you will also stay on this path.

Textbook

Technology in Action COMPLETE: 16th Edition

Authors: Evans, Poatsy, Martin

ISBN-13: 978-0135435199

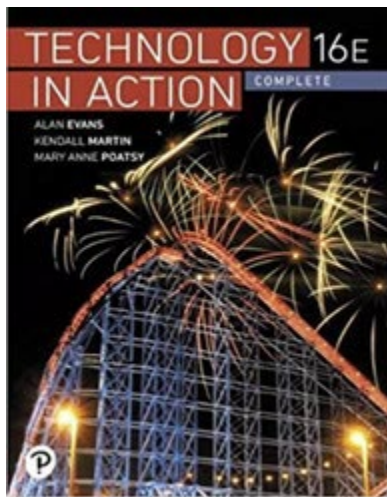Make sure you have the Complete edition (13 chapters).

(You DO NOT have to purchase the MyITLab software.)

*** Order early! MAKE SURE the book will be in your hands by the course start date.

You can locate and order textbooks online via the SRJC Bookstore (707) 527-4321

Amazon.com lists several options for purchasing this textbook, and pricing changes frequently. Options including renting, used or new books, and e-books.

There are various options for this textbook if purchased from the publisher

Required Software & Materials

In addition to the required textbook, to complete this course you will need:

- Regular access to a computer with a connection to the Internet.
  - A reliable high-speed Internet connection
- A web browser
- An email address SRJC students can sign up for an email address
- A storage system for saving and organizing CS 5 course files and assignments. The folder can be on your hard drive, a flash drive, or a cloud.
- Microsoft Office 2019, or 365 **App** / **ProPlus** with Word, Excel, Access, and Notepad or another text editor.
  - **PLEASE NOTE:** The free Office 365 provided by SRJC does NOT have all tools and features necessary to complete assignments for this course.

- o   Home and Student versions of Office are also missing tools and features.
- o   Mac users can also enroll in this course, providing their computer has Office 2019, or 365 **App / ProPlus**
    - ▪   **>>> Mac users** must acknowledge potentially significant differences in tools and options available and steps required to complete assignments.

Getting Your Questions Answered

The best way to get help is by posting in discussion areas in the course.

Click the **Modules** link in the course to find discussion areas set up for each assignment, in each week.

We are all in this together, and we need to communicate to get through this course.

Everything posted in this course also arrives in my email.

😺 I'm waiting to hear from you!

The course also provides a direct Inbox message function for sending private messages

My response time to student posts and messages is usually the same day, and no more than 48 hours, per college regulations.
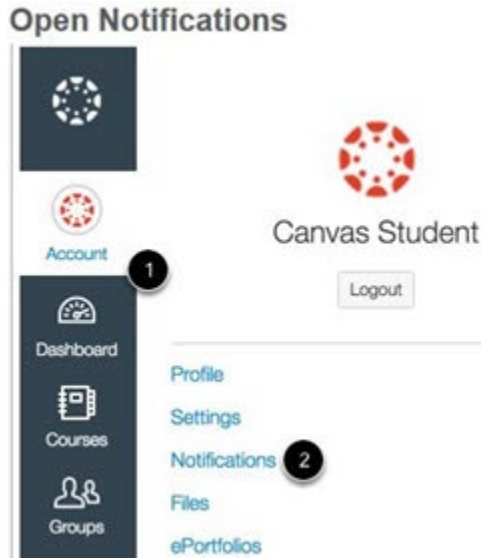
My Email: mstoner@santarosa.edu

Set Your Canvas Notifications

Canvas will notify you when I respond to questions, add gradebook comments, and post announcements.

Check it out! 👀 Notification Preferences

Once logged into Canvas, click Account in the upper left, and then click Notifications to see the options.

You only need to set notifications once; all of your Canvas courses will have the same Notifications settings.

Open Notifications

I never want anyone to feel alone out there! Please keep in touch!

SRJC also has a variety of [services for online learners](#).

Attendance & Participation

This is not a self-paced course.

- Assignments and resources are organized on a weekly schedule, with weekly deadlines.
- In order to gain the fullest benefit from materials and activities, you need to participate regularly in this course.
- We are a group moving together through the chapters and discussions, and we all need to be present and participating in the technology topics.

Please keep in touch, post in the course, send me a private message via the course inbox, to make sure to get your questions and concerns addressed.

- The most successful students are good communicators.
- I am online a lot because I want to help, and I expect to hear from my students.
- Asking questions and communicating with me is very typical in this course.

For best results – and minimal frustration - avoid waiting until Sunday to begin working on your course.

- Your learning will be greatly diminished, and you will not be able to enjoy creating files or participating in activities.
- Life happens, we never know when the Internet will get slow or fail completely, and campus servers also have to be considered.
- Creating a state of emergency for yourself and waiting until the last minute to submit homework is a recipe for deadline mishaps and frustration.

I have set up discussion areas in each week where we can communicate with each other.

- Please post whenever you have a question, a problem or a suggestion.
- ⊠Let me know right away if you have a problem getting an assignment to work
  - Post an explanation of the problem to the weekly discussion board.

  - Or, send me a private message using the course Inbox.

- Be encouraged to share if you find information or a resource on one of our topics.
- Feel free to communicate with other students in the class.
- Collaboration is a valuable part of learning online.
- If you think you know the solution to a problem, post a response.

I usually check discussion areas and messages multiple times per day, and you will hear back from me within the college required 48 hours, usually sooner.

Dropping the Course

If you feel you must quit the course, do not just stop logging in and working in the course!

If you stop without officially dropping, you are still graded on all the remaining work, usually resulting in an "F" grade.

If you believe you need accommodations in order to complete work in ANY course, you are encouraged to contact Disability Resources: Santa Rosa 707-527-4278 / Petaluma 707-778-2491

If you decide to discontinue this course, it is your responsibility to officially drop from the student portal. See semester dates below.

Fall 2023 Semester Dates CS 5	Section 2132
Class Begins	Monday, August 14 2023
Class Ends	Friday, December 8
Last Day to Add without instructor's approval	Sunday, August 20
Last Day to Drop & be eligible for tuition refund	Sunday, August 27
Last Day to Add with instructor's approval	Sunday, September 3
Last Day to Drop without a 'W' symbol	Sunday, September 3
First Densus Date	Tuesday, September 5
Last Day to Drop with a 'W' symbol	Sunday, November 12
Last Day to Opt for Pass/No Pass	Friday, December 8

Fall Semester 2023	Holidays
Monday, Sept. 4, 2023	Labor Day Holiday (No classes, District closed)
Friday, Sept. 22, 2023	Native American Day (No Classes, District Closed)
Friday, Nov. 10, 2023	Veteran's Day Holiday (No Classes, District Closed)
Thursday Nov. 23-26, 2023	Fall Break (No Classes)
December 16 - January 14	Semester Break (No Classes)

Grading Policy

Letter grades will be assigned based on the percentage of total possible points earned:

SRJC Grading Scale:
90% - 100% - A
80% - 89% - B
70% - 79% - C (70% or above = P)
60% - 69% - D (69% or below = NP)
Less than 60% - F

Late Policy

Assignments are due weekly by 11:59 pm Sunday in completed format. (The Final Exam is due by 11:50 pm on FRIDAY Dec. 8)

All assignments, quizzes, discussions, and exams are due on or before their due date.

If you think you will be late with an assignment, please let me know as soon as possible **- in advance**. If I hear from you a few days ahead of time about a delay, my policy regarding late assignments is fairly flexible.

Assignments turned in late will be reduced by up to 20% of total-possible-points reduction per day past the deadline.

No credit will be given for any assignment turned in more than two weeks late.

Please also keep in mind assignments submitted must be usable documents. Assignments submitted in an incomplete and/or inaccurate state due to rushing through just to get points will not be graded.

All work in assigned discussions should be completed within the week assigned. Follow the discussion posting instructions. You will need to be IN the conversation, at the time it is happening.

Assignments not submitted will receive a grade of zero.

The final exam must be submitted by midnight the last day of the course, no exceptions.

Pass-No Pass (P/NP)

This course may be taken for a Pass/No Pass (P/NP) grade. A Pass is given for a C grade (at least 70%) or better.

If students do not officially request the Pass/No Pass option with Admissions and Records, they will receive a letter grade for the course.

Once you select P/NP, you cannot change back to a letter grade. Log into the SRJC Student Portal to opt for Pass/No Pass.

It may not be advisable to choose P/NP for courses within your major or part of a certificate program. Consult a counselor for more information about this grade option.

Standards of Conduct

We will conduct ourselves in a manner that reflects our awareness of common standards of decency and the rights of others.

The best way to learn is through active participation; therefore, we respect others by being on-time, listening actively, and by being polite even when we disagree with another persons' viewpoint.

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Also, see the Student Rights & Responsibilities page

You are, always, required to do your own work. 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.

Learners are encouraged to share information and ideas, but not their work.

SRJC's statement on Academic Integrity

Technical Support & Canvas Help

Please thoroughly check out the first module in the course for Canvas and Online resources:

Navigating Your Canvas Course & Mobile Access

Support for Students Learning Online

PLEASE STAY IN TOUCH! I can help.

Start working on assignments early in the week so you have time to get help if necessary.

- If you wait until Sunday to start working on assignments you will not have time to really learn, or to ask questions.
- There are weekly Question and Answer discussions set up where you can ask for assistance and get help.
- The Inbox is also available for sending me private messages.

CANVAS HELP AND VIDEOS

Canvas provides a collection of help pages online

Check out the Notifications options in Canvas

You can subscribe to communication areas in canvas, such as discussions, the gradebook, announcements, and get emails when something is posted. The emails will contain links to go directly to the post, such as responses to your questions.

Academic Support

Tutoring and Academic Resources

SRJC provides online tutorial services for students. Check out options at the [Tutorial Centers](#)

SRJC Students also have access to the Online [Writing Center](#) including how to write reports, thesis development, essay organization, style, documentation format, research techniques, grammar, punctuation and other assistance.

Special Needs

Santa Rosa Junior College provides students with disabilities equal access to a community college education through specialized instruction, disability related support services, and advocacy activities. For updates in availability information, see the [Disability Resources Department](#) website.

If you believe you need accommodations in order to complete work in ANY course, you are encouraged to contact Disability Resources as soon as possible to ensure such accommodations are in place by the time your course begins.

Santa Rosa Campus Disability Resources, 707-527-4278, 3rd floor Bertolini

Petaluma Campus Disability Resources, 707-778-2491, 101 Jacob Hall

Disability Resources Testing Offices are also located on both campuses:

Santa Rosa, Analy Village, Bldg. D, Rm. 634, 707-527-4581. Email: drd-testing-sr@santarosa.edu

Petaluma, Jacobs Hall, Rm. 101, 707-778-4125. Email: drd-testing-pet@santarosa.edu

Privacy

Your privacy rights are protected by the Family Education Privacy Rights Act of 1974 (FERPA). Find more information at the [FERPA Resources](#) web site.

Student Health Services

Should you experience any physical or mental health issues, know that all of us at SRJC care about your well-being.

SRJC's Student Health Services (SHS) has nurse practitioners and mental health therapists available.

Confidential sessions are provided via secure Zoom or in-person.

Sessions are free for SRJC students taking credit or non-credit classes, and some providers can converse with you in Spanish if you prefer.

Student Health Services also has on-site COVID rapid testing and vaccinations available also at no cost. COVID-19 Information https://safety.santarosa.edu/covid-19-information

Student Health Services is located in the Bertolini Student Center on the 3rd floor.

To start the process for any type of physical or mental health appointment contact Student Health at 707 527-4445 or email studenthealthservices@santarosa.edu.

Check the Student Health Services website for more information.

In Case of an Emergency-

Students can consult the SRJC Emergency Management website, to find specific information for situations such as earthquake, flood, crime, and hazardous materials.