CS5: Computer Literacy: Section 4032, 5390, 5392: Rosen S

✎ **Edit**
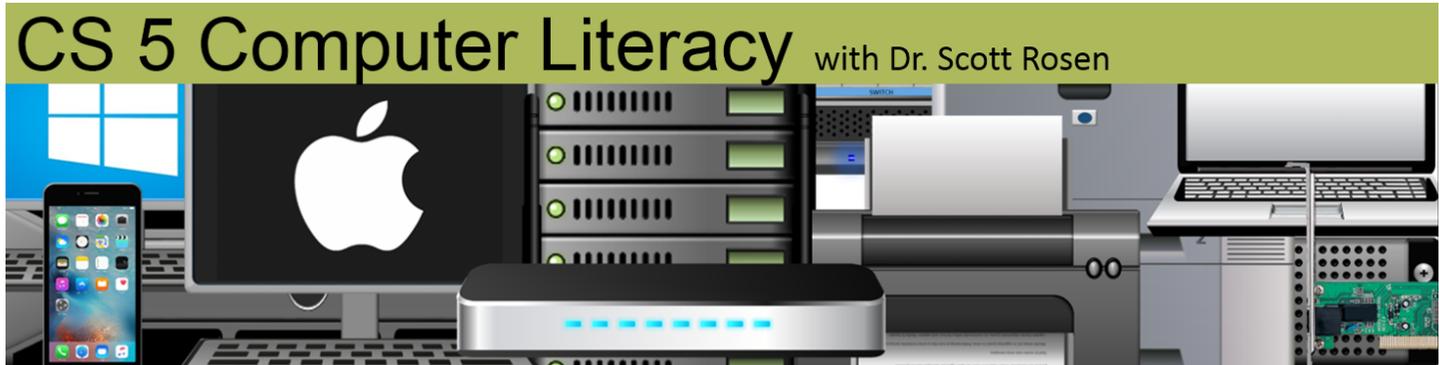
CS 5 - SPRING 2023
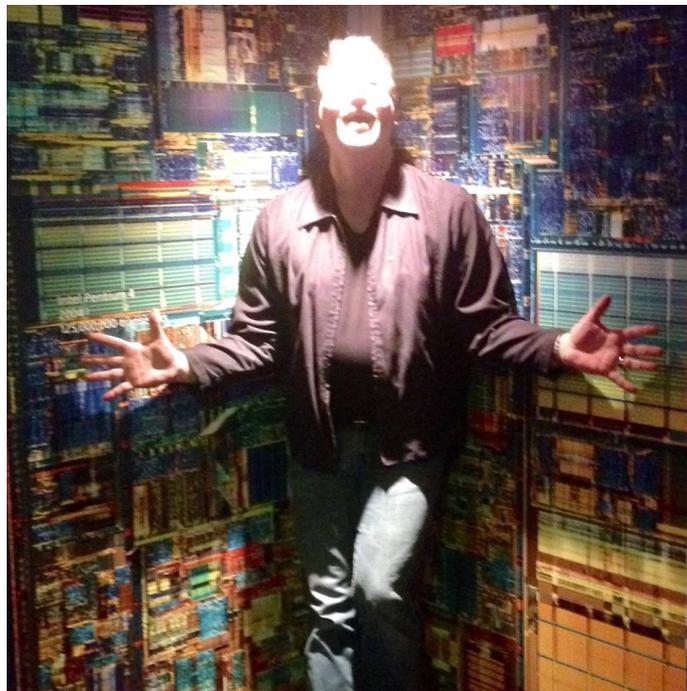
Class Meetings

This class is being taught in a Hyflex modality. Students have the ability to choose how they attend. Either In Person, Online (synchronous) or Online (asynchronous), and may change the way they attend throughout the course.

For more information about Hyflex please watch the following video
https://youtu.be/aGASYbFSNcM (https://youtu.be/aGASYbFSNcM)

- **In person:** Live Lecture/Lab: **Monday and Wednesday Nights 6-8pm Room 2803 Maggini hall** on the Santa Rosa Campus.

- **Online (synchronous) Monday and Wednesday Nights 6-8pm on Zoom**

  Join Zoom Meeting
  https://santarosa-edu.zoom.us/j/3272357913

  Meeting ID: 327 235 7913
  Passcode: c5urDK

- **Online (asynchronous)** Right here on Canvas

Course Description

Designed for the transfer student and/or the person wanting a broad knowledge of computer concepts. 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.

The 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.
Lab exercises are demonstrated on PC using Windows, various tutorial programs, and Office Applications. Students are welcome to use PC, Mac or LINUX.

Section Information: **https://portal.santarosa.edu/SRWeb /SR_SectionInformation.aspx?Semester=20223&Section=4503** (https://portal.santarosa.edu /SRWeb/SR_SectionInformation.aspx?Semester=20223&Section=4503)

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/** (https://assessment.santarosa.edu/)

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.

Instructor Contact

Dr. Scott Rosen
Office: CS Dept Office (Santa Rosa)
Fax: (707) 778-3910

Text: (707)478-8649
srosen@santarosa.edu (mailto:srosen@santarosa.edu)

Text is the fastest but I usually respond to emails within 48 hours.

Instructor Schedule:

Monday		**Location**
5pm – 6pm	**OFFICE HOURS**	ONLINE
6pm – 8pm	CS5 Computer Literacy	2803 Maggini (SR Campus)

Tuesday		
10am – 2pm	**OFFICE HOURS**	ONLINE
2pm - 4pm	Department Meeting / Academic Senate	
5pm – 5:30pm	**OFFICE HOURS**	ONLINE

| 5:30pm – 9:30pm | CS80.15 IT Essentials | PET643 |

Wednesday

| 5pm – 6pm | **OFFICE HOURS** | ONLINE |
| 6pm – 8pm | CS5 Computer Literacy | 2803 Maggini (SR Campus) |

Thursday

| 5pm – 5:30pm | **OFFICE HOURS** | ONLINE |
| 5:30pm – 9:30pm | CS84.13 IT Support | PET643 |

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
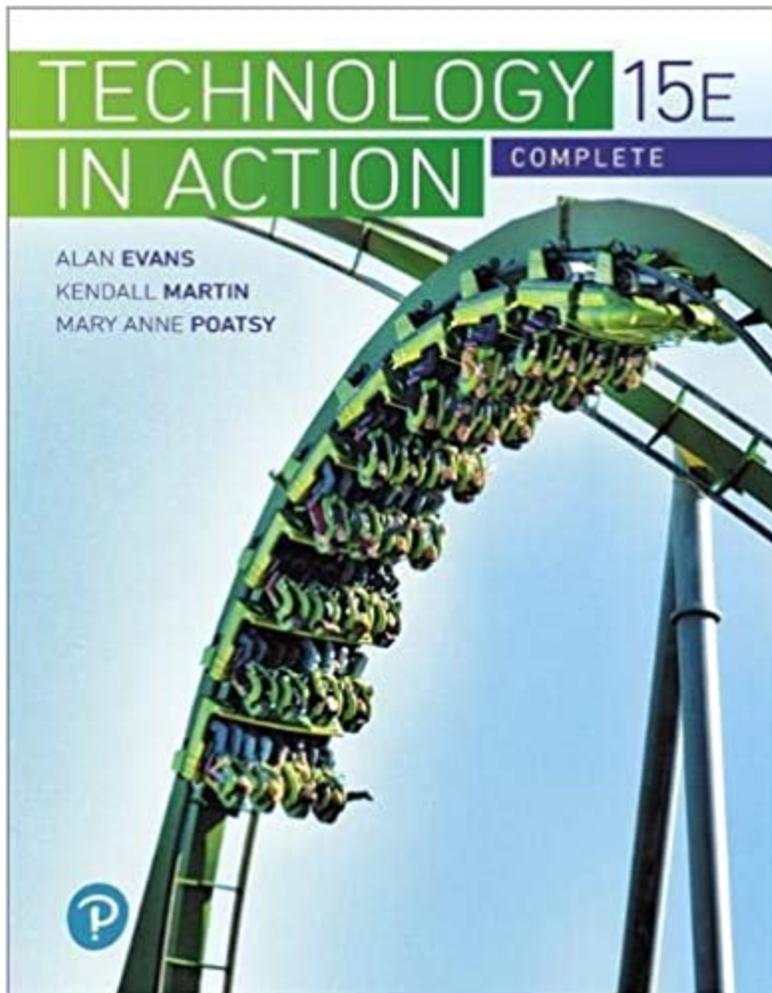
[Technology In Action Complete (15th Edition or Later) (What's New in Information Technology) (https://www.amazon.com/Technology-Action-Complete-Whats-Information/dp/0134837878/ref=sr_1_2?crid=2JRT3YDTSWSMK&dchild=1&keywords=technology+in+action+complete&qid=1597019255&sprefix=technology%2Caps%2C441&sr=8-2)](https://www.amazon.com/Technology-Action-Complete-Whats-Information/dp/0134837878)

by Alan Evans, Jonathan Weyers, et al. | Feb 2, 2018
ISBN-13: 978-0134837871
ISBN-10: 0134837878

You can locate and order textbooks online via the **SRJC Bookstore (https://bookstore.santarosa.edu/)**
.

Materials and Supplies

You will need:

- 1 USB Flash Drive

- Binder for CS 5 notes and handouts

- Although not required, it is helpful for CS 5 students to own a PC or Mac computer with Microsoft Office.

Important Dates:

Day Class Begins:	Wednesday, January 18, 2023
Day Class Ends:	Wednesday, May 17, 2023
Day/Time of Final Exam:	Monday, May 22, 2023 6:00 PM - 9:00 PM
Last Day to Add without instructor's approval:	Tuesday, January 24, 2023
Last Day to Add with instructor's approval:	Sunday, February 5, 2023
Last Day to Drop and be eligible for enrollment/course fee refund:	Sunday, January 29, 2023
Last Day to Drop without a 'W' symbol:	Sunday, February 5, 2023
Last Day to Drop with a 'W' symbol:	Sunday, April 23, 2023
Last Day to Opt for Pass/No Pass:	Sunday, February 26, 2023
First Census Date:	Monday, February 6, 2023
Mid-Term Date:	3/27/2023 - 4/23/2023

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 are not accepted without prior arrangement.

Labs and Projects

Lab exercises (6):
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 (4):
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 and final 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.
Each test will require you to prepare a summary of the material covered, which you may use for reference on the test. Your summary will be turned in with the test. All tests and the final exam will be turned in at the end of the test time, whether you finish or not. Students with special needs for alternate testing accommodations or extra time must provide verification and make arrangements with me well in advance.

Missed Tests
If you cannot be in class for a test or the final exam, contact me in advance (or as soon afterwards as possible in case of emergency) to arrange a make-up time. You will not be allowed to make up the test or exam if you do not meet this requirement.

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:

- Tutorial Labs(6) 30%

- Projects(4) 40%
- Tests(1) 10 %
- Final Exam 20 %

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
The best way to learn is through active participation; therefore, we respect others when talking by being on-time, listening actively, and by being polite even when we disagree with another's viewpoint. Please turn off all electronic devices. If you use a laptop for note taking, please sit in the front row with the sound off. No food in class please.
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. (https://student-conduct.santarosa.edu/)**

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 (https://rightsresponsibilities.santarosa.edu/academic-integrity)

PHYSICAL AND MENTAL HEALTH

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. SHS also has on-site covid rapid testing and vaccinations available also at no cost. 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**

(mailto:studenthealthservices@santarosa.edu) . More information about all that Student Health Services provides is available at **shs.santarosa.edu (http://shs.santarosa.edu.)** .

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 (https://drd.santarosa.edu/)
Tel: (707) 527-4278 Santa Rosa
Tel: (707) 778-2491 Petaluma
Email: **disabilityinfo@santarosa.edu (mailto: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).

Copyright© 2016 – Dr. Scott Rosen