

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).

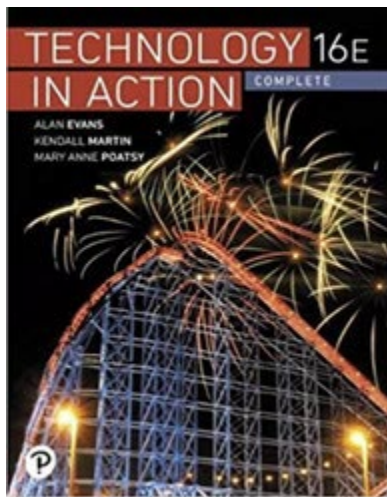
(You DO NOT have to purchase the MyITLab software.)

*** 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.

- Home and Student versions of Office are also missing tools and features.
- 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

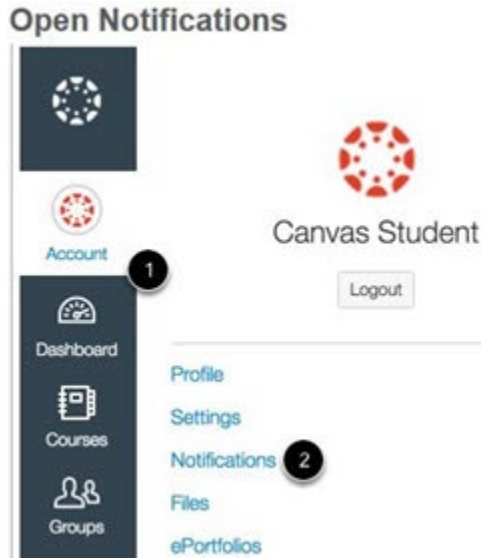
Set Your Canvas Notifications

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.



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.

SWGHOWDOWNKUYLEHV also has 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.