

# Syllabus: Computer Literacy

**Catalog Number: CS5** ([https://portal.santarosa.edu/SRweb/SR\\_CourseOutlines.aspx?mode=1&CVID=37163&Semester=20175](https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?mode=1&CVID=37163&Semester=20175))

Delivery: FULLY ONLINE!

Schedule: Full Term

\*Cross-listing: There are two CS5 sections with access to this course shell, therefore, names and coursework may be visible to students in another section.

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## About this Course

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.

- Stephanie Clark, [sclark@santarosa.edu](mailto:sclark@santarosa.edu) (<mailto:sclark@santarosa.edu>)
- [Computer Studies @ SRJC](https://cs.santarosa.edu) (<https://cs.santarosa.edu>)

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## Course Essentials

### Modality



100% Online, no scheduled meetings

### Modules

16 modules due every week on Tuesdays.

Modules include tutorials, quizzes and discussion boards.

[View the Course Assignment Schedule HERE.](https://canvas.santarosa.edu/courses/71839/assignments/syllabus) (<https://canvas.santarosa.edu/courses/71839/assignments/syllabus>)

### Exams

Quizzes will be offered throughout the course to assist you with learning, we will not have a midterm or final exam.

### Text & Materials

[Technology In Action, Complete. 16th Edition. Pearson \(February 18, 2019\)](https://www.amazon.com/Technology-Action-Complete-16th-Evans/dp/0135435196/) (<https://www.amazon.com/Technology-Action-Complete-16th-Evans/dp/0135435196/>). (or newer edition) (Make sure this is the COMPLETE edition as well.)

Laptop/Computer - the SRJC libraries have computers available in their labs & for checkout

### Reliable Internet Access

Contact information is below, I will assist you in accessing all materials necessary to successfully complete this course. Please let me know if you need help accessing technology tools and I will help you.

## Course Availability

The Canvas course shell will be available on Tuesday, January 16th.

An announcement will be sent when the course is accessible.

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## How this course works

### Modality/Content Delivery

This course is 100% online, with no scheduled meeting times. I am however available to assist you during my virtual drop-in hours (see contact preferences below). I am also available through Canvas Inbox to connect with you and your peers at any time! I enjoy hearing from my students so please don't hesitate to reach out.

Access the online course through [Canvas.](https://canvas.santarosa.edu/) (<https://canvas.santarosa.edu/>)

To keep us all organized the course follows modules, which will be completed in order throughout the term. The due dates of the modules can be seen on the [modules](https://canvas.santarosa.edu/courses/71839/modules) (<https://canvas.santarosa.edu/courses/71839/modules>) page in Canvas and in the Canvas Calendar page as the modules are launched, but as a rule, modules will open on Wednesdays and be due the following week's Friday.

### Participation

Because this is an online course 'attendance' is actually quantified as participation.

No one item qualifies as participation in this course's grading rubric. Rather, participation is measured through your participation in completing assignments, posting to discussions, and responding to your peers.

You are *valuable*, and your voice is an essential part of making this class successful. Therefore I ask that you participate in all activities to maintain a healthy and vibrant learning space.

### No-Shows

At the start of the course, I do have to verify that all students are present. To be counted as present students must complete the following tasks at the start of the course to avoid being marked as a no-show.

1. [Quiz: Course Information Review \(Attendance Requirement\)](https://canvas.santarosa.edu/courses/71839/assignments/1129256) (<https://canvas.santarosa.edu/courses/71839/assignments/1129256>)
2. [Getting to Know You](https://canvas.santarosa.edu/courses/71839/quizzes/359397) (<https://canvas.santarosa.edu/courses/71839/quizzes/359397>)

If you fail to participate for more than 5 days, I will check in on you. If I cannot get ahold of you then I will consider dropping you with a 'W' in order to prevent having to post an 'F'. However, it is your responsibility to communicate with me and let me know what is going on and whether or not you want to drop the course. I will do what I can to maintain contact with you.

Please maintain contact with me should you face any barriers to completion regarding attendance and task completion. I am here to help you achieve your educational goals.

### Time Management

This is a 3-unit course offered over a full term.

Pace yourself and try to do an assigned task every other day. Do not attempt to complete entire modules on the due date, otherwise, you will suffer both burnout and anxiety.

This course requires some time to digest the concepts and explore the elements, which include concepts such as design elements, tools, techniques for achieving planned results, and communication through visual language. It is not possible to learn all of these in a single one hour session one night a week, so again pace yourself and remember I am here to help you along the way! Reach out to me anytime you have a question or need assistance in completing an item.

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## Software Recommendations & Materials

This course requires access to the internet, and we will do the best we can to choose software that is free and/or open access for students to learn.

## CS5 Online Access.

This course can be accessed at <https://canvas.santarosa.edu> (<https://canvas.santarosa.edu/>) You may access our course site from home, the library, or the student labs at SRJC. When you are officially enrolled in the class and the class has been made available to students, you will have access to this class on SRJC's Canvas site. Students are expected to monitor the Canvas site and complete all assignments in a timely manner. Expect to log in at least every few days to avoid falling behind.

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## Meet Your Instructor,

<https://canvas.santarosa.edu/courses/71839/pages/about-your-instructor>) **Stephanie Clark!**

I am excited to have you in this course, which is a component of several Computer Studies programs at SRJC. Together we will be exploring contemporary practices in visual communications, the landscape of design and potentially some new tools for future needs in this field. I will encourage everyone to experiment and explore by rewarding risks and examining design from a global perspective.

Below is a brief profile of myself.

**Instructor Stephanie Clark** (<https://canvas.santarosa.edu/courses/71839/pages/about-your-instructor>)

MFA Imaging Arts from Rochester Institute of Technology, Rochester, NY

BA Visual Arts from Rice University, Houston, TX

Email: [sclark@santarosa.edu](mailto:sclark@santarosa.edu) (<mailto:sclark@santarosa.edu>)

I love hearing from my students and am happy to assist with anything and everything to support you in achieving your goals and completing this course!

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## How you will be learning

Read below to find out how you will be using Canvas, materials, and software to learn.

Each week will consist of videos and reading materials, or other exercises that explore digital technology. These tasks are aligned with complementing quizzes that are low-stakes, these are usually not very many points, and you can retake a quiz to make sure you understand the concepts and materials presented. Each module will also have a discussion board(s) that will introduce new figures, resources or concepts to supplement your growth.

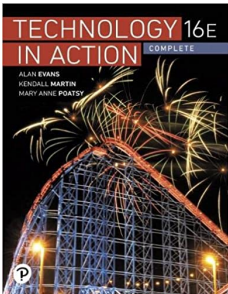
I'll also provided an additional ungraded page to each module that will introduce deeper concepts around the course content, this is for those students who are really curious and want to know more, you can keep learning on your own!

## Course Essentials

### What You'll Need to Succeed!

**Ask me for help in accessing any of the required resources listed below.**

- You will need regular access to the internet to remain engaged in the course throughout the term. Remember that our [library and campus \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers) offers quiet spaces, wi-fi and technology to assist you in completing your studies.
- You will also need access to document creation tools such as Google Suite or Microsoft Office, you can interchange these software (google docs or Word; Google slides vs Powerpoint; Google Sheets vs Excel, etc. it's totally up to you).
- You'll also need a computer at your disposal. The SRJC library offers [Laptop/Computers \(https://libraries.santarosa.edu/computers\)](https://libraries.santarosa.edu/computers) for student use.
- There is a **required textbook** for this class! It is available at the SRJC bookstore and to purchase or rent through Amazon.



[Technology In Action, Complete. 16th Edition. Pearson \(February 18, 2019\)  
\(https://www.amazon.com/Technology-Action-Complete-16th-Evans/dp/0135435196/\)](https://www.amazon.com/Technology-Action-Complete-16th-Evans/dp/0135435196/)

by Alan Evans, Kendall Martin, Mary Anne Poatsy

ISBN-10 : 0135435196

ISBN-13 : 978-0135435199

**IMPORTANT!** This book is **required!** You will not be able to get through the course without it.

I am happy to help you if you have difficulty with meeting these requirements, please message me and we will find ways to support your success.

## Course Goals

At the conclusion of this course, the student should 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.

Below is a list of specific skills this course is designed to guide you towards obtaining. Each assignment you complete in this course will contribute to your growth towards meeting these goals. After this class has ended, it is my hope that you will use these skills in your daily life.

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.

## Feedback & Grades

### Live Feedback

If you would like feedback before submitting an assignment, I encourage you to contact me via Pronto! or visit me during my scheduled drop-in hours (you can find these in our Canvas Calendar). In both formats, I can offer live feedback and troubleshoot any technical issues with you so that we can ensure your work is meeting the requirements.

### Discussion Board Assignments Feedback

I will be posting replies to discussion boards each week. My replies may be in response to an individual's post, but these will be intended to be read by the entire class. At the end of each module, I will send a reminder to review these discussions and search for my name so that you can learn from me (and from each other) throughout the course.

Discussions will each have a rubric attached, and grading will be based on these rubrics, which will also indicate your level of achievement. If any points are reduced, you will receive a guidebook comment explaining why you received reduced points and how you can remedy this to earn full credit.

### Written Assignments Feedback

You will find my [feedback on written assignments](https://community.canvaslms.com/docs/DOC-10666-421254359) typically in the Comments field on your Grades page. My goal is to give you feedback on written assignments within 3 days of the beginning of the week following the assignment due date, or before those assignments are needed for a subsequent task (if in the same week).

## Communicating Assignment Requirements

For assignments such as Discussions, projects, essays, etc.

- **Written instructions** are provided with steps, which you will find in each Canvas page for an assignment.
- Additionally, I have provided a **rubric** that details the assignment requirements and point value. You can find the rubric associated with a given assignment by clicking on the three dots in the upper right of the assignment window and selecting "View Rubric". For a preview of these steps see [How do I view the rubric for my assignments?](https://community.canvaslms.com/docs/DOC-10662-421254352) at the Canvas guides site.

## Quizzes and Tests

These typically are automatically graded so that you receive feedback immediately and can identify gaps in your knowledge base before moving to the next module. Some quizzes and test questions will require manual grading by your instructor, and we will do everything in our power to get these posted within one week of submission.

**Instructions:** Always take advantage of any opportunity to re-take quizzes; the goal is for you to learn this stuff, not to "catch" you at what you don't know! Many quizzes have multiple attempts available, be sure to read the instructions which will provide the time, attempts, and point value of a quiz.

## How will you submit assignments?

Assignments will only be accepted via Canvas submission; this is for both our benefits, as emails can get buried and there is no formal method for managing incoming files via email. If you are having trouble submitting a file in Canvas, please contact me and I will assist you in getting the file uploaded and documented in Canvas. If an assignment is not submitted to Canvas by the closing of the course, the assignment will not be graded and will receive a '0'.

## Grading Scale

Grades will be based on a percentage of points earned during the course:

- = 90-100% Excellent
- = 80-89% Good
- = 70-79% Average
- = 60-69% Below Average
- F = 0-59% Failed

## Late Submission Policy

The point of education is to learn, therefore I will provide ample opportunity to resubmit work as evidence that you have learned the material. That means that I don't follow a strict late submission policy, however, I do expect students to stick to the provided schedule so that we can all receive feedback promptly and have opportunities to improve, correct, and resubmit for additional credit should that be needed to achieve our course learning outcomes. I want every one of my students to complete this course successfully and move forward in their program.

Please contact me immediately if you find you require more time completing a task in this course and that way we can stay connected and make sure you have everything you need to complete and understand the material.

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## Canvas Help

[Canvas Help](http://help.instructure.com/)  (<http://help.instructure.com/>)

Canvas login credentials are the same as for your portal.

If you need assistance with Canvas, you can access help using the link above.

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## Our Learning Pact

As mentioned in the participation section, you are an essential part of this classroom community. To create a positive and engaging learning environment you are expected to participate in class activities regularly.

### Our community guidelines include:

- Treat others online as you would treat them in real life. Be kind to others, and yourself.
- Be tolerant towards others' viewpoints; respectfully disagree when opinions do not align.
- Critique for growth, not for correction.
- Remember that we all are learning, navigate this process with grace and encourage others to do the same.
- Expect growing pains. Sometimes when we are learning something new we will also experience discomfort, expect this and know that if you are feeling this way you are most likely experiencing a period of personal growth!
- Communicate directly with the instructor if you are having a hard time in the class.
- Communicate with courtesy and respect.

### Please do not:

- Make personal attacks on others.
- Use defamatory remarks or make false statements against others.
- Post prejudiced comments or profanity.
- Bully or make inflammatory remarks to others.

Use messaging/email responsibly. These tools are intended to keep students and instructors in the classroom community in touch with one another, to help facilitate community relationships, and to promote common goals. Please don't abuse the privilege of being able to communicate freely with one another.

### **My promise to you; I will:**

1. Provide you with a clear, organized course that is designed to ensure you meet our course outcomes in a meaningful manner.
2. Provide a variety of assignments to ensure your learning needs are met.
3. Be actively present in your learning.
4. Provide a supportive and safe environment for you to share and discuss ideas with your peers.
5. Reach out to you when I sense that you need support.
6. Treat you with dignity and respect and be flexible to support your individual needs.

I won't be perfect. I am human and will make mistakes at times. I will view mistakes as an opportunity to learn and grow.

*Is there anything else you would like to add to this list?*

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## **Get in Touch!**

### **Contact Preferences**

- Use Canvas Conversations via the Inbox navigation icon or use [Pronto](https://canvas.santarosa.edu/courses/71839/pages/pronto-join-now) (<https://canvas.santarosa.edu/courses/71839/pages/pronto-join-now>)!
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).
- All virtual contact will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

### **Office Location**

I currently keep a virtual 'office' via ConferZoom.

### **Office Hours: Wednesdays 8am-1pm**

If these times don't work, just send me a message and we can schedule outside of these hours.

I also welcome virtual chats via Zoom appointments or Pronto!

## **Contact Preferences**

- Use Canvas Conversations via the Inbox navigation icon or use [Pronto](https://canvas.santarosa.edu/courses/71839/pages/pronto-join-now) (<https://canvas.santarosa.edu/courses/71839/pages/pronto-join-now>)!
- You can also add comments to your assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within 24 hours. I welcome additional contact if for some reason I do not respond immediately (a gentle nudge is sometimes needed if I for some reason overlook an email).

[Email Me](mailto:sclarka@santarosa.edu)[\(mailto:sclarka@santarosa.edu\)](mailto:sclarka@santarosa.edu)[CS Offerings](https://portal.santarosa.edu/SRWeb/MVC.Core2/ScheduleOfClasses2/home)[\(https://portal.santarosa.edu/SRWeb/MVC.Core2/ScheduleOfClasses2/home\)](https://portal.santarosa.edu/SRWeb/MVC.Core2/ScheduleOfClasses2/home)

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## Quick Links

[About Your Instructor](https://canvas.santarosa.edu/courses/71839/modules/items/2998311) (<https://canvas.santarosa.edu/courses/71839/modules/items/2998311>)

<https://canvas.santarosa.edu/courses/71839/modules/items/2998311>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998311> **Pronto! (Join Now!)**

<https://canvas.santarosa.edu/courses/71839/modules/items/2998312>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998312> **Get to Know Canvas**

<https://canvas.santarosa.edu/courses/71839/modules/items/2998313>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998313>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998313> **Customize Your Canvas Settings & Access**

<https://canvas.santarosa.edu/courses/71839/modules/items/2998314>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998314>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998314> **Student Code of Conduct and Academic Integrity Policy** (<https://canvas.santarosa.edu/courses/71839/modules/items/2998315>)

<https://canvas.santarosa.edu/courses/71839/modules/items/2998315>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998315> **Accommodations for Disabilities and Accessibility Support** (<https://canvas.santarosa.edu/courses/71839/modules/items/2998316>)

<https://canvas.santarosa.edu/courses/71839/modules/items/2998316>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998316> **Drop Deadlines and P/NP**

<https://canvas.santarosa.edu/courses/71839/modules/items/2998317>

<https://canvas.santarosa.edu/courses/71839/modules/items/2998317> **Course Netiquette Rules**

<https://canvas.santarosa.edu/courses/71839/modules/items/2998318>



# Course Syllabus

[Jump to Today](#)










## [Syllabus: Computer Literacy \(link\)](https://canvas.santarosa.edu/courses/71839/pages/syllabus-computer-literacy)

<https://canvas.santarosa.edu/courses/71839/pages/syllabus-computer-literacy>

**Email Me**

[\\_ \(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)

## Course Summary:

Date	Details	Due
Wed Jan 17, 2024	 <a href="https://canvas.santarosa.edu/appointment_groups/2863">Office Hours</a> ( <a href="https://canvas.santarosa.edu/appointment_groups/2863">https://canvas.santarosa.edu/appointment_groups/2863</a> )	8am to 1pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129256">0.1 Quiz: Course Information Review (Attendance Requirement)</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129256">https://canvas.santarosa.edu/courses/71839/assignments/1129256</a> )	due by 11:59pm
Fri Jan 19, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129270">0.2 Getting to Know You (Attendance Requirement)</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129270">https://canvas.santarosa.edu/courses/71839/assignments/1129270</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129314">Disability Paperwork and Accommodation Needs</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129314">https://canvas.santarosa.edu/courses/71839/assignments/1129314</a> )	due by 11:59pm
Tue Jan 23, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129307">1.2 Discussion - The Impact of Technology in Our World</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129307">https://canvas.santarosa.edu/courses/71839/assignments/1129307</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129293">1.3 TechTalk: Global Access</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129293">https://canvas.santarosa.edu/courses/71839/assignments/1129293</a> )	due by 11:59pm
Sun Jan 28, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139816&amp;include_contexts=course_71839">Last day to drop semester length class and be eligible for a refund</a> ( <a href="https://canvas.santarosa.edu/calendar?event_id=139816&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139816&amp;include_contexts=course_71839</a> )	12am
Tue Jan 30, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129295">2.2 Week 1 Follow-up TechTalk: How did the internet take over our lives?</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129295">https://canvas.santarosa.edu/courses/71839/assignments/1129295</a> )	due by 11:59pm
	 <a href="#">2.3 Module 2 Discussion: Artificial Intelligence (response to videos and reading)</a>	due by 11:59pm











You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

[Reset Student](#)

[Leave Student View](#)

Date	Details	Due
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129304">2.4 The web: Reading + Response: The Right to Remain Anonymous</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129304">https://canvas.santarosa.edu/courses/71839/assignments/1129304</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129264">3.2 Unit 3 Quiz: Looking at Computer Components</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129264">https://canvas.santarosa.edu/courses/71839/assignments/1129264</a>	due by 11:59pm
Tue Feb 6, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129286">3.3 Unit 3 Discussion: Ethical Computing and You (Reflection)</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129286">https://canvas.santarosa.edu/courses/71839/assignments/1129286</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129308">3.4 Lab: Recognizing Computer Components</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129308">https://canvas.santarosa.edu/courses/71839/assignments/1129308</a>	due by 11:59pm
Tue Feb 13, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129282">4.2 Discussion: How does hardware work?</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129282">https://canvas.santarosa.edu/courses/71839/assignments/1129282</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129274">4.3 Quiz: Assessing Hardware</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129274">https://canvas.santarosa.edu/courses/71839/assignments/1129274</a>	due by 11:59pm
Fri Feb 16, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139820&amp;include_contexts=course_71839">Lincoln's Day Holiday Observance (No classes, District closed)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139820&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139820&amp;include_contexts=course_71839</a>	12am
Mon Feb 19, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139817&amp;include_contexts=course_71839">Washington's Day Holiday (No classes, District closed)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139817&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139817&amp;include_contexts=course_71839</a>	12am
Tue Feb 20, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129281">5.2 Discussion: Managing Software</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129281">https://canvas.santarosa.edu/courses/71839/assignments/1129281</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129271">5.3 Quiz: Managing Software</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129271">https://canvas.santarosa.edu/courses/71839/assignments/1129271</a>	due by 11:59pm
Tue Feb 27, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129280">6.2 Discussion: System Software &amp; Interfaces</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129280">https://canvas.santarosa.edu/courses/71839/assignments/1129280</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129262">6.3 Quiz: System Software</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129262">https://canvas.santarosa.edu/courses/71839/assignments/1129262</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129311">6.4 Extra Credit: Make Your First Paper Circuit (5+ points)</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129311">https://canvas.santarosa.edu/courses/71839/assignments/1129311</a>	due by 11:59pm
	 <a href="#">Unit 6: Figma Collaboration</a>	



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Date	Details	Due
Tue Mar 5, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129300">7.2 Discussion - Networking: Connecting Computing Devices</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129300">(https://canvas.santarosa.edu/courses/71839/assignments/1129300)</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129258">7.3 Quiz - Networks</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129258">(https://canvas.santarosa.edu/courses/71839/assignments/1129258)</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129312">7.4 Lab: Comparison Chart: Watch TV without Buying Cable</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129312">(https://canvas.santarosa.edu/courses/71839/assignments/1129312)</a>	due by 11:59pm
Tue Mar 12, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129268">8.2 Quiz (Chapter 3) - Using the Internet</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129268">(https://canvas.santarosa.edu/courses/71839/assignments/1129268)</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129303">8.3 (Ch. 3) Discussion: Using the Internet</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129303">(https://canvas.santarosa.edu/courses/71839/assignments/1129303)</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129279">8.4 Discussion (Ch. 3): Social Media &amp; Communications</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129279">(https://canvas.santarosa.edu/courses/71839/assignments/1129279)</a>	due by 11:59pm
Mon Mar 18, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129313">8.5 Review: Web Browsers</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129313">(https://canvas.santarosa.edu/courses/71839/assignments/1129313)</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/calendar?event_id=139821&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139821&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139821&amp;include_contexts=course_71839)</a>	12am to 12:10am
Tue Mar 19, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139818&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139818&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139818&amp;include_contexts=course_71839)</a>	12am to 12:10am
Wed Mar 20, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139822&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139822&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139822&amp;include_contexts=course_71839)</a>	12am to 12:10am
Thu Mar 21, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139823&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139823&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139823&amp;include_contexts=course_71839)</a>	12am to 12:10am
Fri Mar 22, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139824&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139824&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139824&amp;include_contexts=course_71839)</a>	12am to 12:10am
Sat Mar 23, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139825&amp;include_contexts=course_71839">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139825&amp;include_contexts=course_71839">(https://canvas.santarosa.edu/calendar?event_id=139825&amp;include_contexts=course_71839)</a>	12am to 12:10am
Sun Mar 24, 2024	 <a href="https://canvas.santarosa.edu/calendar?">SPRING BREAK (No classes)</a> <a href="https://canvas.santarosa.edu/calendar?">(https://canvas.santarosa.edu/calendar?)</a>	12am to 12:10am

















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Date	Details	Due
Thu Mar 28, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129266">CS 5 Midterm Exam - Ch. 1 - 7</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129266">https://canvas.santarosa.edu/courses/71839/assignments/1129266</a> )	due by 11:59pm
Mon Apr 1, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139827&amp;include_contexts=course_71839">Cesar Chavez/Dolores Huerta Day (No classes, District closed)</a> ( <a href="https://canvas.santarosa.edu/calendar?event_id=139827&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139827&amp;include_contexts=course_71839</a> )	12am
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129275">The web: Free Response</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129275">https://canvas.santarosa.edu/courses/71839/assignments/1129275</a> )	due by 11:59pm
Tue Apr 2, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129302">The web: Reading + Response: Internet Censorship</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129302">https://canvas.santarosa.edu/courses/71839/assignments/1129302</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129277">Unit 10 Discussion: Web browsers</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129277">https://canvas.santarosa.edu/courses/71839/assignments/1129277</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129301">The web: Video + Response: Web Design vs Web Development</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129301">https://canvas.santarosa.edu/courses/71839/assignments/1129301</a> )	due by 11:59pm
Tue Apr 16, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129298">Unit 11 (Chapter 8) Discussion - Digital Lifestyle</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129298">https://canvas.santarosa.edu/courses/71839/assignments/1129298</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129260">Unit 11 (Chapter 8) Quiz - Digital Lifestyle</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129260">https://canvas.santarosa.edu/courses/71839/assignments/1129260</a> )	due by 11:59pm
Sun Apr 21, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139814&amp;include_contexts=course_71839">Last day to drop a semester length class with "W" symbol</a> ( <a href="https://canvas.santarosa.edu/calendar?event_id=139814&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139814&amp;include_contexts=course_71839</a> )	12am
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129296">Unit 12 Discussion - Security</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129296">https://canvas.santarosa.edu/courses/71839/assignments/1129296</a> )	due by 11:59pm
Tue Apr 23, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129320">Unit 12: Lab: macOS, iOS, and Windows Security</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129320">https://canvas.santarosa.edu/courses/71839/assignments/1129320</a> )	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129267">Unit 12: TIA Chapter 9 Quiz - Security</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129267">https://canvas.santarosa.edu/courses/71839/assignments/1129267</a> )	due by 11:59pm
Tue Apr 30, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129315">Extra Credit Lab: Coding from Scratch (Learn More!) (9 pts)</a> ( <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129315">https://canvas.santarosa.edu/courses/71839/assignments/1129315</a> )	due by 11:59pm
	 <a href="#">Unit 13 Lab: Basic Programming in the Hour of Code</a>	due by 11:59pm







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Date	Details	Due
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129265">Unit 13 TIA Chapter 10 Quiz - Programming</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129265">https://canvas.santarosa.edu/courses/71839/assignments/1129265</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129294">★ Chapter 10 Discussion - Programming</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129294">https://canvas.santarosa.edu/courses/71839/assignments/1129294</a>	due by 11:59pm
Tue May 7, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129292">Unit 14 Discussion - Databases</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129292">https://canvas.santarosa.edu/courses/71839/assignments/1129292</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129259">Unit 14 TIA Chapter 11 Quiz - Databases</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129259">https://canvas.santarosa.edu/courses/71839/assignments/1129259</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129317">Lab: Ch. 12 Create a Database</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129317">https://canvas.santarosa.edu/courses/71839/assignments/1129317</a>	due by 11:59pm
Tue May 14, 2024	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129291">Unit 15 Chapter 12 Discussion - Business Networks</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129291">https://canvas.santarosa.edu/courses/71839/assignments/1129291</a>	due by 11:59pm
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129257">Unit 15 TIA Chapter 12 Quiz - Business Networks</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129257">https://canvas.santarosa.edu/courses/71839/assignments/1129257</a>	due by 11:59pm
Fri May 17, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139819&amp;include_contexts=course_71839">End of Course (CS5)</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139819&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139819&amp;include_contexts=course_71839</a>	12am
Sat May 18, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139829&amp;include_contexts=course_71839">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139829&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139829&amp;include_contexts=course_71839</a>	12am
Sun May 19, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139828&amp;include_contexts=course_71839">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139828&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139828&amp;include_contexts=course_71839</a>	12am
Mon May 20, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139830&amp;include_contexts=course_71839">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139830&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139830&amp;include_contexts=course_71839</a>	12am
Tue May 21, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139831&amp;include_contexts=course_71839">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139831&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139831&amp;include_contexts=course_71839</a>	12am
	 <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129263">CS 5 Final Exam - Ch. 8 - 13</a> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129263">https://canvas.santarosa.edu/courses/71839/assignments/1129263</a>	due by 11:59pm
Wed May 22, 2024	 <a href="https://canvas.santarosa.edu/calendar?event_id=139832&amp;include_contexts=course_71839">Finals Week</a> <a href="https://canvas.santarosa.edu/calendar?event_id=139832&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139832&amp;include_contexts=course_71839</a>	12am







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Date	Details	Due
	<a href="#">event_id=139812&amp;include_contexts=course_71839</a> )	
Fri May 24, 2024	 <b>Finals Week</b> <a href="https://canvas.santarosa.edu/calendar?event_id=139813&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139813&amp;include_contexts=course_71839</a> )	12am
Fri May 24, 2024	 <b>Last day to opt for P/NP for a semester length class</b> <a href="https://canvas.santarosa.edu/calendar?event_id=139815&amp;include_contexts=course_71839">https://canvas.santarosa.edu/calendar?event_id=139815&amp;include_contexts=course_71839</a> )	12am
	 <b>Lab: Binary Mathematics</b> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129316">https://canvas.santarosa.edu/courses/71839/assignments/1129316</a> )	
	 <b>★ Extra credit: Your own TedTalk on YouTube</b> <a href="https://canvas.santarosa.edu/courses/71839/assignments/1129322">https://canvas.santarosa.edu/courses/71839/assignments/1129322</a> )	



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# About Your Instructor

## Contact Information

**Instructor Name:** Stephanie Clark



**Email:** [sclark@santarosa.edu \(mailto:sclark@santarosa.edu\)](mailto:sclark@santarosa.edu)

**Office Hours:** Tuesdays from 8am-1pm via Canvas Zoom

## Contact Preferences

- Use Canvas Conversations via the Inbox navigation icon, as this is a very organized and well-documented form of communication with students and removes the possibility of an email being buried in my work emails.
- Students may also add comments to their assignments, which I will read and reply to directly.
- All virtual contact (via email or Canvas inbox) will be replied to within **48 hours**.

## Teaching Philosophy

My teaching philosophy reflects a deep interest and belief in education serving as a tool of universal empowerment.

## What does this look like in the classroom?

- **Global:** Students learn from/about master artisans worldwide, reflecting multiple perspectives and bringing attention to new cultures and economies.
- **Tools & Technology:** Students use the same tools and techniques as industry professionals. Period, no exceptions.
- **Language:** Students develop a rich vocabulary that elevates their understanding of technology and design, creating a more

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the field.

- **Preparation:** Students experience success as they enter the workforce because they have the capacity, confidence, and resilience developed in the classroom's safe space to approach complex problems (technical and conceptual) and navigate complex issues with bold and visible results.

In the classroom, we not only focus on the needs and the trends of today, but we (teacher/student/community) cultivate a culture of curiosity and a desire for life-long learning. We look to the future. We get comfortable in our discomfort: there will be time spent on tools and concepts that we have no chance of mastering in a single course. This is OK! We must acknowledge the need to continuously learn, continually reflect, and evolve to become bold creative thinkers/makers/doers.

Keeping in mind that the future is unknown, classroom activities focus on preparing students to leave with the capacity to embrace, critique, and respond to media and design changes.

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# Pronto! (Join Now!)

## Preferred Contact Method: Pronto!

SRJC has purchased the messaging tool, Pronto! Pronto allows students and teachers to experience the ease of text message communication without having to exchange private phone numbers.

In Canvas, you will find the Pronto button in the far-left navigation bar below the Help button.



Pronto can also be used via mobile and desktop applications.

Pronto has the following features:

- Whole-class, small-group, or direct messaging
- File-sharing
- Sending GIFs, images, and emojis
- Live message translation into another language

### Watch Three Videos to Learn How to Use Pronto

- [Quickstart: How to Access Pronto in Canvas \(https://youtu.be/Bz8zNMIS-sk\)](https://youtu.be/Bz8zNMIS-sk)



<https://youtu.be/Bz8zNMIS-sk>

- ▶ [How to use Pronto in Canvas and via the Mobile App \(Students\) \(https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s\)](https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s)



<https://www.youtube.com/watch?v=-XC-K6Jc8ps&t=524s>

- [Detailed Overview of Pronto in Canvas \(https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview\)](https://support.pronto.io/en/articles/3330328-pronto-s-integration-with-canvas-features-overview)



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# Get to Know Canvas



**Canvas** is the course management system we are using for this class. If you haven't used it before it's worth spending a little time familiarizing yourself with it.

## Video Orientation to Online Learning and Canvas

Watch this quick 4-minute video to learn some tips about taking an online course and using Canvas!

*Note: I helped created this video as part of a team working for Distance Education.*




Here's a link to the video in Spanish too:

<https://youtu.be/TvX5GZahl50>  [\(https://youtu.be/TvX5GZahl50\)](https://youtu.be/TvX5GZahl50)



[\(https://youtu.be/TvX5GZahl50\)](https://youtu.be/TvX5GZahl50)

## Getting Help with Canvas

- If you run into difficulties, click on the **? Help** button in the blue navigation sidebar on the left hand side of your screen.
- You can search the Canvas guides [Canvas Guide for Student Users](https://guides.instructure.com/m/4212)  [\(https://guides.instructure.com/m/4212\)](https://guides.instructure.com/m/4212) or chat with Canvas support (Help button in the blue sidebar).

Click **Next** below to continue >>

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# Customize Your Canvas Settings & Access

**Complete the following three actions to optimize your online learning experience:**

- Configure your notification settings
- Add a profile picture to your account
- Download the Canvas mobile app

## Notification Settings

Notification settings determine how course information is communicated to you and how your instructor and classmates electronically contact you. The resources below provide both text-based and video tutorials for customizing your notification settings.

## Required Notification Settings

**As my student, you will need to have Announcements, Conversation Messages, and Administrative Notifications set to "Notify Me Right Away,"** represented by a green check mark. Review and adjust the notification settings. If you don't know what a notification is for, hover over the name and an explanation will be displayed.

Note that you cannot change your email address in Canvas; you can try, but it will automatically default back to the email address that is recorded in Web Advisor. You can, however, add an email address for notifications.

**For more information, read the following "How To" documents:**

[How Do I Set My Canvas Notification Preferences?](https://community.canvaslms.com/docs/DOC-10624-4212710344)  [\(https://community.canvaslms.com/docs/DOC-10624-4212710344\)](https://community.canvaslms.com/docs/DOC-10624-4212710344)

[How Do I Add an Additional Email Address as a Contact Method?](https://community.canvaslms.com/docs/DOC-10594-4212710336)  [\(https://community.canvaslms.com/docs/DOC-10594-4212710336\)](https://community.canvaslms.com/docs/DOC-10594-4212710336)

[How Do I Add a Text \(SMS\) Contact Method in Canvas?](https://community.canvaslms.com/docs/DOC-10591-4212710337)  [\(https://community.canvaslms.com/docs/DOC-10591-4212710337\)](https://community.canvaslms.com/docs/DOC-10591-4212710337)

## Profile Picture

A profile picture helps your classmates and your instructor get to know you a little better by putting a "face to a name." The resources below provide both text-based and video tutorials for adding a profile picture. Note that you only have to do this one time (for your first online course); your picture will follow you through subsequent SRJC online Canvas courses.

User Settings & Profile Picture from Canvas LMS on Vimeo.

For more information, read the following "How To" documents:

[How Do I Add a Profile Picture In My User Account?](https://community.canvaslms.com/docs/DOC-10599-4212710334)  [\(https://community.canvaslms.com/docs/DOC-10599-4212710334\)](https://community.canvaslms.com/docs/DOC-10599-4212710334)

## Canvas Mobile App

You can access your online course on mobile devices through the Canvas app with these steps:

- Download the Canvas app
- Select Santa Rosa Junior College
- Enter your Username / Password for the SRJC Canvas page

Note that while the Canvas Student App is a great way to access course material, it is not recommended for submitting

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# Accommodations for Disabilities and Accessibility Support

Your success in this course is important to me. SRJC and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible.

Students with disabilities who believe they need accommodations in this class are encouraged to contact [Disability Resources Department](#) (<https://drd.santarosa.edu>) (527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion so that we can all collaborate on your classroom accommodations in a timely manner.

## SANTA ROSA CAMPUS:

Bertolini Hall, 3rd Floor

Tel: (707) 527-4278


Fax: (707) 524-1768

## PETALUMA CAMPUS:

Richard Call Building, Room 600

Tel: (707) 778-2491

## OFFICE HOURS:

 services will be provided remotely between the hours of:

**8am - 5pm Mondays - Thursdays**

**8am - 12pm Fridays**

The DRD requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

## Accessibility Support

Students at Santa Ana College are provided with equal access to educational opportunities and are encouraged to contact the DRD to explore available resources.

## Some of the services available are:

- Accommodation Letters
- Case Management
- Counseling
- Educational Plan (monitor/follow-up)
- Liaison with Community Partners
- Liaison with On-Campus Departments
- Liaison with Professors
- Orientation (new students/mobility)

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## Disability-Specific Services:

- Adaptive Physical Education
- Alternate Print Formats: Braille, Tactile Graphics, E-Text and Large Print
- Assessment for a Learning Disability
- Assisted Technology
- Audio Recordings i.e. Learning Ally
- CART/Real-time captioning
- Note Taker
- Sign Language Interpreting
- Purple Video Relay Services (VRS)
- Specialized Equipment Loan
- Test Area Accommodations

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# Student Code of Conduct and Academic Integrity Policy

Santa Rosa Junior College holds that its primary function is the development of intellectual curiosity, integrity, and accomplishment in an atmosphere that upholds the principles of academic freedom. All members of the academic community - student, faculty, staff, and administrator - must assume responsibility for providing an environment of the highest standards, characterized by a spirit of academic honesty and mutual respect. Because personal accountability is inherent in an academic community of integrity, this institution will not tolerate or ignore any form of academic dishonesty.


Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, inappropriate course assignment collaboration, and any other acts that are prohibited by the instructor of record.

[Read the full text here. \(https://rightsresponsibilities.santarosa.edu/academic-integrity/\)](https://rightsresponsibilities.santarosa.edu/academic-integrity/)

## 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. \(https://student-conduct.santarosa.edu/\)](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. I encourage students to share information and ideas, but not their work. See

se links on Plagiarism:

[SRJC's policy on Academic Integrity !\[\]\(d0262bbe9d2356661a2e89321dfcc781\_img.jpg\) \(http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C\)](http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C)

## Other Important Policies and Practices

### Avoid Plagiarism Like the, er, Plague

Although most students have likely heard about plagiarism during their years of schooling, it still is prevalent-even in higher education.

The video below reviews what plagiarism is and how not to do it.

[Plagiarism: How to avoid it !\[\]\(f219cfc00b8db0cd1a81ae1fc9afaf28\_img.jpg\) \(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)



[\(http://www.youtube.com/watch?v=2q0NIWcTq1Y\)](http://www.youtube.com/watch?v=2q0NIWcTq1Y)

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# Drop Deadlines and P/NP

## Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of the course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

## Pass-NoPass (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 [**date**]. 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.




# Course Netiquette Rules



Netiquette or Net Etiquette refers to the acceptable standards of behavior when interacting in an online environment.

## Netiquette Rules and Guidelines for a Productive and Effective Online Experience

- It is expected that every class member will participate in a mature and respectful fashion.
  - Participate actively in the discussions and other course activities, having completed the readings and thought about the issues.
  - Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate. These questions are meant to probe and shed new light, not to minimize or devalue comments.
  - Think through and reread your comments before you post them. Use appropriate language. Check your writing for errors before posting, and refrain from using social media abbreviations. Remember don't type in all capital letters, it is the online equivalent to yelling and is considered rude. Be careful with the use of humor and sarcasm, as both can be easily misunderstood without the benefit of seeing facial expressions and hearing inflection or tone of voice.
  - Assume the best of others in the class and expect the best from them.
  - Value the diversity of the class. Recognize and value the experiences, abilities, and knowledge each person brings to class.
  - Disagree with ideas, but do not make personal attacks. Do not demean or embarrass others. Do not make sexist, racist, homophobic, or victim-blaming comments at all.
-  Be open to being challenged or confronted on your ideas or prejudices.

The goal of these guidelines is to create the most supportive and inclusive learning environment possible for everyone per [SRJC Student Conduct Guidelines \(https://student-conduct.santarosa.edu\)](https://student-conduct.santarosa.edu).

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