Syllabus CS 5 Computer Literacy
Summer Semester 2004
Instructor: Meg Stoner
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Office Hours: Online Tuesdays and Saturdays 9-11 am
NOTE: I am online in the course every day.
Please do not hesitate to post questions at any time via email, weekly discussion boards, and the course Inbox.

The following deadline dates have been established for this section:

Summer Semester 2024	Course Dates and Deadlines
Monday, June 17, 2024	Summer Semester Classes Begin
Wednesday, June 19, 2024	Juneteenth Holiday Observance (No classes, District closed, Canvas does not close.)
Thursday, July 4, 2024	Independence Day Holiday (No Classes, District Closed. Canvas does not close.)
Tuesday, August 11, 2024	Final Exam DUE - Last day of summer term

Course Description / Target Audience:
In this course, students will learn about a broad range of computer concepts, including an overview of computer and communication systems and their historical and societal impact.

Topics include how computers work, how computers are put to work, technology ethics, capabilities and limitations of information technology, basic coding concepts, human-computer interaction, operating systems, and usage of productivity software and other tools to solve problems.

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.

Why This Course is Important to You
You will improve comfort level with computing technologies, your performance on the job, and your career potential.

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Evaluate components, capabilities, and limitations of computer technology.

2. Critically assess the social and ethical implications of computer technology in daily life.
3. Explore the ability to solve real-world problems using computer-based technology and tools.

Course Objectives:
Upon completion of the course, students will be able to:
1. Identify the components and function of the hardware used in a computer system.
2. Describe the functions of system and application software.
3. Describe the popular programming languages and the process of developing computer software.
4. Create a simple computer program.
5. Analyze the impact of computer technology and its ethical implications on society.
6. Demonstrate understanding and basic use of communication and productivity tools.
7. Explain basic computer networking concepts and architecture.
8. Discuss computer security and ethics and explain their importance for business and personal use of computers.
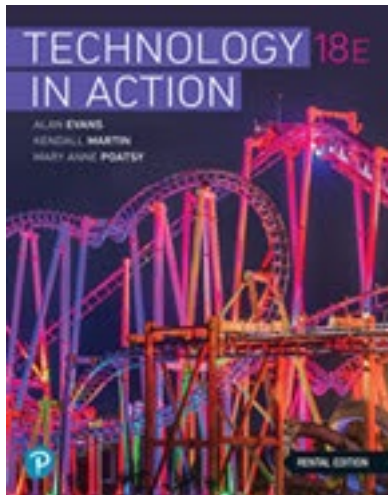9. Explore career opportunities in computer-related fields.

[Course Outline of Record and the Full Course Topics and Scope](#)

Required Textbook
This is an accelerated pace course - a full semester compressed into 8 weeks.

You need to be ready to get started!

***Order or purchase early! Ensure that the book is in your hands before the course start date.

Technology in Action 18th Edition, Publication 2024

Authors: Evans, Martin, Poatsy

ISBN-13: 9780137932788

You can locate textbook at the [SRJC campus bookstore](#).

Additional Requirements
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 a campus 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 Apps / Pro Plus with Word and Excel.
  - PLEASE NOTE: The free Office 365 provided by SRJC may 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.
- Notepad or another text editor.
- Mac users can also enroll in this course, providing their computer has **Office 2016, 2019, or 365 Pro Plus installed.**
- >>> Mac users must acknowledge potentially significant differences in tools and options available and steps required to complete assignments.

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.

Canvas provides a collection of help pages online.

General Information

Instructor	Meg Stoner
Home Page	https://profiles.santarosa.edu/meg-stoner
E-Mail	mstoner@santarosa.edu response within in 24 hours during school weeks days
Phone	702-354-0520, leave a message, I check email MUCH more often.
Office Hours	Online Tuesdays and Saturdays 9-11 am
Textbook	Technology in Action 18th Edition
Conduct	Students will adhere to the "student code of conduct" and computer use policy as described at https://student-conduct.santarosa.edu/
Expectations	Because of the tight schedule we are following, it is highly recommended that you stay ahead of the chapter readings. Late assignments will not be graded.
Exams	There are 13 online chapter exams, a mid-term exam, and an online

	final exam.
Standards	**Grade Only:** A ≥ 90%, B = 80 to <90%, C = 70 to <80%, D = 60 to < 70%, F < 60%

Grading – Assignments due by stipulated deadlines in the course.

ASSIGNMENT	PERCENT	COMMENTS
Discussion Participation	20%	Completed on the Canvas course website
Chapter Quizzes	40%	Completed on the Canvas course website
Lab Assignments	30%	Assigned files turned in for points
Online Final Exam	10%	Completed on the Canvas course website

Getting Your Questions Answered
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. Everything posted in this course also arrives in my email.

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

Use the compose button to start.

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

My Email: mstoner@santarosa.edu

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

Set Your Canvas Notifications

If you set up Notifications, Canvas will message 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.

CS 5 Weekly Schedule   Section 8120   Summer 2024
This is just a list – Students must use weekly module information for details

Week	Topics Presented	Reading Assignments Technology in Action	Graded Assignments DUE MIDNIGHT SUNDAY
Week 1 6/17 – 6/23 6/19 Juneteenth Holiday	Getting Started Using the Textbook Course Topics Review	Explore the Course! Read the Syllabus Start Here Module	Introductions Discussion Syllabus Quiz
	Using Technology to Save the World	Chapter 1- Read Chapter 1 and Instructions in Modules.	Check Your Understanding Parts 1 & 2 Complete Chapter 1 Quiz
Week 2 6/24 – 6/30	Looking at Computers: Understanding the Parts	Chapter 2- Read Chapter 2 and Instructions in Modules.	My Computer.docx Complete Chapter 2 Quiz
	Using the Internet: Web Resources History of the Personal Computer	Chapter 3- Read Chapter 3 and Instructions in Modules.	Top Tech List Discussion Complete Chapter 3 Quiz
Week 3 7/1 – 7/7 July 4 Holiday	Application Software: Programs That Let You Work and Play	Chapter 4- Read Chapter 4 and Instructions in Modules.	Ch4_Software.xlsx Complete Chapter 4 quiz
	System Software: Operating System, Utility Programs, & File Management Information Tech Ethics	Chapter 5- Read Chapter 5 and Instructions in Modules.	File Management Discussion Complete Chapter 5 quiz
Week 4 7/8 – 7/14	Understanding and Assessing Hardware: Evaluating Your System	Chapter 6- Read Chapter 6 and Instructions in Modules.	Measure Computer System Performance.docx Complete Chapter 6 quiz Complete Mid Term: Ch 1-6
	Networking: Connecting Computing Devices Under the Hood	Chapter 7- Read Chapter 7 and Instructions in Modules.	Check Your Understanding Parts 1 & 2 Complete Chapter 7 quiz

Week	Topics Presented	Reading Assignments Technology in Action	Graded Assignments DUE MIDNIGHT SUNDAY
Week 5 7/15 – 7/21	Digital Devices and Media: Managing a Digital Lifestyle	Chapter 8- Read Chapter 8 and Instructions in Modules.	Cybersecurity Discussion Complete Chapter 8 quiz
	Securing Your System: Protecting Your Digital Data and Devices Tech Careers p. 394-405	Chapter 9- Read Chapter 9 and Instructions in Modules.	Test Network Security.docx Complete Chapter 9 quiz
Week 6 7/22 – 7/28	Software Programming Programming Languages	Chapter 10- Read Chapter 10 and Instructions in Modules.	Programming Assignment Complete Chapter 10 quiz
	Databases and Information Systems Using Databases to make Business Decisions	Chapter 11- Read Chapter 11 and Instructions in Modules.	Online Databases.docx Complete Chapter 11 quiz
Week 7 7/29 – 8/4	Networking and Security in the Business World Transmission Media	Chapter 12- Read Chapter 12 and Instructions in Modules.	Information Ethics Discussion Complete Chapter 12 quiz
	How the Internet Works Coding & Communicating on the Internet	Chapter 13- Read Chapter 13 and Instructions in Modules.	Complete Chapter 13 quiz HTML Code Webpage Submit 2 files: Ch13_Webpage.txt AND Webpage.html
Week 8 Final 8/5 – 8/11	**FINAL EXAM**	Study all chapters, major topics, and key terms. Exam available starting 8/5.	Complete Final Exam before deadline – **Midnight Sunday August 11** – **Last Day of the Course.**

Class Meetings

-- THIS COURSE IS TAUGHT ENTIRELY ONLINE -- You will purchase a textbook and 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.

Academic Expectations and Resources

This syllabus is an agreement. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus.

This syllabus is intended to give the learner guidance in what may be covered during the semester and will be followed as closely as possible. However, the instructor reserves the right to modify, supplement and make changes as the course needs arise.

Ethics – Thou shalt abide by and agree to by your presence and participating in this class

Ten Commandments of Computer Ethics

The ethical values as defined in 1992 by the Computer Ethics Institute; a nonprofit organization whose mission is to advance technology by ethical means, lists these rules as a guide to computer ethics:

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's computer files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not copy or use proprietary software for which you have not paid.
7. Thou shalt not use other people's computer resources without authorization or proper compensation.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program you are writing or the system you are designing.
10. Thou shalt always use a computer in ways that ensure consideration and respect for your fellow humans (Computer Ethics Institute, 1992).

(ISC)² code of ethics

(ISC)² an organization committed to certification of computer security professional has further defined its own code of ethics generally as:

1. Act honestly, justly, responsibly, and legally, and protecting the commonwealth.

2. Work diligently and provide competent services and advance the security profession.
3. Encourage the growth of research – teach, mentor, and value the certification.
4. Discourage unsafe practices, and preserve and strengthen the integrity of public infrastructures.
5. Observe and abide by all contracts, expressed or implied, and give prudent advice.
6. Avoid any conflict of interest, respect the trust that others put in you, and take on only those jobs you are qualified to perform.
7. Stay current on skills, and do not become involved with activities that could injure the reputation of other security professionals

Student Conduct

We will conduct ourselves in a manner which reflects our awareness of common standards of decency and the rights of others. All students are expected to know the Student Conduct Code and adhere to it in this class. Students who violate the code may be suspended from classes and referred to Vice President of Student Services for discipline.

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.

Academic Integrity

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended [for one or two class meetings by the instructor] and referred to the Vice President of Student Services for discipline sanction, in cases of egregious violation. Please read the college policy/procedure on academic integrity at: Student Rights and Responsibilities

Emergency Evacuation Plan

In the event of an emergency during class that requires evacuation of the building, please leave the class immediately, but calmly. Our class will meet at the center of the quad to make sure everyone got out of the building safely and to receive further instructions. If you are a student with a disability who may need assistance in an evacuation, please see me during my office hours as soon as possible so we can discuss an evacuation plan.

Accommodations for Students with Disabilities

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. The Disability Resources Department is located in Bertolini Hall, 3rd Floor on the Santa Rosa campus, and Richard Call Building, Room 600 on the Petaluma Campus.

WITHDRAWAL FROM CLASS

YOU have the responsibility to withdraw from class if you decide to not complete the course. To officially withdraw from a class, you must submit a drop form to the Admissions and Records Office. After the withdrawal deadline, I cannot give you a "W" grade, but instead must give you an A, B, C, D, or F, based on the assignments and tests you have completed (normally resulting in an F).

Attendance
See, Attendance Requirements
If you miss the first two classes without making arrangements with the instructor in advance, you can be dropped from this course.

Academic Support

Tutoring and Academic Resources

SRJC provides online tutorial services for students. Check out the Tutorial Center options.

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 Dept. web site.

Email: disabilityinfo@santarosa.edu

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 that such accommodations are in place by the time your course begins.

Once you receive the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) please forward a copy to me as soon as possible.

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

Please call 707 527-4445 or email studenthealthservices@santarosa.edu to make an appointment. Check the Health Services website for more information.

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

In Case of an Emergency-

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