LANE COMMUNITY COLLEGE
COMPUTER INFORMATION TECHNOLOGY
4000 E. 30TH AVENUE
EUGENE, OR 97405

COURSE: CONCEPTS OF COMPUTING
COURSE NUMBER: CS120
CREDITS: 4
REGISTRATION #’s: 43431
CLASS EMAIL: CS120@lanec.edu
CLASS WEBSITE: https://classes.lanec.edu

INSTRUCTOR: LINDA LOFT
OFFICE: Bldg 19 room 144, 541-463-5249
OFFICE HOURS: Mon & Wed. 2:30pm-3:30pm
Other times are available by appointment, - request by email.
EMAIL: loftl@lanec.edu (for appointments & general communication; use
cs120@lanec.edu for class assignments)

CIT Main Office: Bldg19, rm 135, phone: 541-463-5221
Campus Emergencies 541-463-5555

by Shelly & Vermaat

Microsoft Office 2010, Essential 1st Edition
by Shelly & Vermaat

MATERIALS: A USB jump drive or other disk media for saving your work. All software necessary for this
course is provided in the college's Instructional Computing Labs. If you intend to work at home, you will
need a Windows-based computer system which has access to the Internet and Microsoft Office 2010(or later)
- Professional or University edition.

INSTRUCTOR CONTACT: Outside of office hours, email is usually the quickest way to reach me. You may
use either the class lab assignment email box, or my regular email address (both listed above). You may also
reach me at the number listed above. If voicemail answers it usually means I am busy with another student or in
another class or meeting, so please leave your name, phone number, plus the times you will be available, and I
will return your call.

DESCRIPTION: CS120 is an introductory course, surveying the fundamental concepts and principles of
computers and information processing. Students will become conversant with a wide range of topics in the field,
including the basics of computer hardware and software, operating systems, word processing, spreadsheets,
database management, network and internet communications, security, and the impact of computers on
individuals and society. Also provided are hands-on experiences using popular computer equipment (hardware)
and programs (software).

This section of CS120 is taught in an independent format designed for home and open lab time studying. The
course assignments consist of textbook readings, Web-based exercises, Quizzes, computer-based Labs, a
research project, and Midterm & Final exams. Students will be required to come to campus for two exams (for
exceptions, see the LaneOnline/Distance Learning website for offsite proctored exams). Good time-management
skills are required for this section of CS120.
Note: For the Associate of Arts Oregon Transfer degree (AAOT), CS 120 is counted as an open elective. CS 160 - Orientation to Computer Science should be taken by those wishing to meet the AAOT Science/Math/Computer Science requirement. For more information contact the Counseling Dept.

OBJECTIVES: by the end of the course one should:

**Understand Computer Hardware by being able to:**
Identify types of computer hardware, how they process information and how individual computers interact with other computing systems and devices. Identify the function of computer hardware components. Identify the factors that go into an individual or organizational decision on how to purchase computer equipment. Identify how to maintain computer equipment and solve common problems relating to computer hardware.

**Understand Computer Software by being able to:**
Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded. Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited. Identify fundamental concepts relating to database applications.

**Understand using an Operating System by being able to:**
Identify what an operating system is and how it works, and solve common problems related to operating systems. Manipulate and control the Windows desktop, files and disks. Identify how to change system settings, install and remove software.

**Understand common Program Functions by being able to:**
Start and exit a Windows application and utilize sources of online help. Identify common on-screen elements of Windows applications, change application settings and manage files within an application. Perform common editing and formatting functions. Perform common printing functions.

**Understand Word Processing Functions by being able to:**
Format text and documents including the ability to use automatic formatting tools. Insert, edit and format tables in a document.

**Understand Spreadsheet Functions by being able to:**
Modify worksheet data and structure and format data in a worksheet. Sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.

**Understand Database Software by being able to:**
Create and manipulate data base tables, data entry screens, reports, and queries.

**Understand Presentation Software by being able to:**
Create and format simple presentations.

**Understand Networks by being able to:**
Identify network fundamentals and the benefits and risks of network computing. Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet.

**Understand Electronic Mail by being able to:**
Identify how electronic mail works. Identify how to use an electronic mail application. Identify the appropriate use of e-mail and e-mail related "netiquette".

**Understand Using the Internet by being able to:**
Identify different types of information sources on the Internet. Use a Web browsing application. Search the Internet for information. Create a simple webpage.

**Understand the Impact of Computing and the Internet on Society by being able to:**
Identify how computers are used in different areas of work, school, and home. Identify the risks of using computer hardware and software. Identify how to use the Internet safely, legally, and responsibly.
GRADING SCALE: Grades will be awarded based on points earned from quizzes, lab exercises, the research project, and exams. The conventional A through F grades will be used. Other grade options described in the Class Schedule are available using MyLane’s registration system.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POINTS PER ITEM</th>
<th>MAXIMUM POINTS</th>
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<tbody>
<tr>
<td>12 Quizzes</td>
<td>0-20</td>
<td>240</td>
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<tr>
<td>Research Project</td>
<td>0-70</td>
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<tr>
<td>9 Lab Assignments</td>
<td>35</td>
<td>315</td>
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<tr>
<td>Midterm Exam</td>
<td>50 questions-2pts per</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50 questions-2pts per</td>
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<td><strong>Total Points Possible</strong></td>
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GRADING POINT SYSTEM

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<tr>
<td>A</td>
<td>758-743</td>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
<td>725-677</td>
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<tr>
<td>B</td>
<td>676-660</td>
<td>B-</td>
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<td>C+</td>
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Course Policies

ADMINISTRATIVE WITHDRAWAL
- After Sunday, Apr. 7th, 2013 at Midnight NO tuition or fees will be refunded. Students are financially and academically responsible for all courses in which they enroll. Those wishing to discontinue this course must complete official drop process via MyLane. For college policies regarding refunds see the class schedule. It is one’s responsibility to drop/withdraw from any class you do not plan to attend.

ACCESSIBILITY AND ACCOMMODATIONS
To request assistance or accommodations related to disability, contact Disability Resources at (541) 463-5150 (voice), 711 (TTY), disabilityresources@lanecc.edu (e-mail), or stop by Bldg. 1, Room 218. Please be aware that any accessible tables and chairs in this room should remain available for authorized students who find that standard classroom seating is not usable.

EXAMINATION POLICY
There will be no late or makeup exams. If you have a problem with the time of the midterm or final exam, please contact your instructor for other arrangements. This must be done at least one week ahead of the scheduled exam time.

ACADEMIC HONESTY POLICY
Students are expected to uphold the college’s standard of conduct relating to academic honesty. A student’s submitted works, examinations, quizzes, project, and labs must be that of the student’s own work. Any violation of the honor code is subject to a failing grade for the course. (See Lane’s Student Conduct Code) For this class, it is permissible to assist classmates in general discussion of computing techniques. General advice and interaction are encouraged. Students however, must develop their own solutions to the assigned homework and laboratory exercises. Students may not ‘work together’ on graded assignments. Such collaboration constitutes cheating. A student may not use or copy another’s work (or portions of it) and represent it as their own. If you need help on an assignment contact a lab aide, the CS120 tutor, or your instructor.

INCOMPLETE POLICY
Students must have completed at least 75% of the course material before being considered for an incomplete. A student will not be given an incomplete for ‘getting behind’, but must have a documented emergency and be considered passing the course at the time of the emergency.
1. **FIRST WEEK ACTIVITIES:**

- On-Campus Orientation, Thursday Apr. 4th at 6pm, Bldg. 19 rm 120. This is orientation is optional, but will help you understand the course layout better and answer questions you might have.
- Logon to our online class by going to the following URL [https://classes.lanecc.edu](https://classes.lanecc.edu). Your ID & Password is the same Student L# and the Pin used for registration.

To avoid inadvertently being dropped before the end of the first week you must complete the section labeled "Welcome – Getting Started". This includes the following activities:

- Read through the Welcome section on our class website.
- Logon to MyLane from Lane's homepage and verify that the email address listed for you is the one you will be using for this course.
- Log into Moodle and update your Profile with a little information that you'd like to share with your classmates.
- Explore the links under Lab Assignments & Research Project, then do the Week 1 materials.
- Open the discussion forum (found on the left-side panel under Activities, or under General Assignment Information) and read through the existing postings and post a reply.
- Read Chapter1 & complete Quiz1 online.
- Finish Lab1 from the Lab Packet.

2. **READING:** There are assigned chapters in the Discovering Computers text (see the Course Weekly Outline). A copy of the text is available at the Reserve Desk in the Library (ask for call# PW1648). Chapters from the Office 2010 lab textbook (ask for call# PW1646) are assigned to be read in the Online Lab assignments.

3. **EXAMS**

Both exams consist of 50 multiple-choice questions. Each question is worth 2 points, (100 points maximum). The midterm and final exams are taken on campus in the Soc. Science Testing Center, Center Bldg, rm 456. At the time of the exam you MUST HAVE: 1) Photo-ID; 2) L-number, 3) Instructor’s name (Loft), and 4) class name (CS120-Concepts of Computing). Note cards are not allowed, and the room has limited space, so please do not bring friends or family with you. See [https://www.lanecc.edu/socsci/testinglabinfo.html](https://www.lanecc.edu/socsci/testinglabinfo.html) for open times.

**MIDTERM EXAM:** May 4th – May 8th: Covers Chapters 1-6 plus the Office 2010 text readings.

**FINAL EXAM:** June 7th – June 12th Covers Chapters 7-12 plus the Office 2010 text readings.

4. **LAB ASSIGNMENTS:** On the class site Nine lab assignments are provided to give you practical computer experience. Save assignments on your disk and email in each Week, your lab assignments to CS120@lanecc.edu, with the course and Lab# in the subject line. The email message should contain: 1) your name, and 2) the names of the file(s) being attached. Labs with errors are given 0 points and returned with directions for re-doing them (referred to as "Redos"). You are to correct all errors and resubmit it before the Lab resubmission deadline to receive points for a lab. When resubmitting a “Redo”, make sure to turn in all parts of the lab.

**DEADLINES:**
- Labs 1-3 final resubmissions must be emailed by Friday, Apr. 19th
- Labs 4-6 final resubmissions must be emailed by Friday, May 10th
- Labs 7-9 final resubmissions must be emailed by Friday, May 31st

5. **RESEARCH PROJECT:** On our course website are listed example projects for you to research. You are to choose one of these to research, then write up and turn in your findings. Some of these research projects ask for specific descriptions. Please be concise (approximately 5-6 pages plus bibliography), but answer the questions thoroughly. Research projects can be submitted on our class website using the left-hand column marked Assignments, or you may emailed them to CS120@lanecc.edu with "Research Project" in the subject line. **PROJECT DEADLINE:** Friday, June 7th
6. QUIZZES: (on the class site) There are twelve quizzes, corresponding with each chapter in the text. You will take these quizzes on the class web site. Read the assigned textbook chapter before you attempt to take a quiz. Review the text until you are comfortable with the material, and then take the quiz. The time allowed for each quiz is up to 30 minutes. You may attempt the quiz a second time after waiting a minimum of an hour for review. The better of the two scores will be added to your total points

**DEADLINES:**
- Quizzes 1-6: Sunday, May 5th
- Quizzes 7-12: Sunday, June 9th

7. OTHER WEB-SITE ACTIVITIES: Under Chapter Activities, you will find other exercises, online lab activities, discussions, terminology, topic reviews, and more. Work through at least two of the exercises/activities for each chapter. Additionally, explore the special features/trends/timelines section. These activities are to enhance your learning and need not be turned in.

### CS 120 Weekly Guide

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<thead>
<tr>
<th>Wk</th>
<th>Textbook &amp; Website Activities</th>
<th>Quiz</th>
<th>Lab</th>
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<tbody>
<tr>
<td>1 – Apr. 1st</td>
<td>Ch 1-Intro to Computers</td>
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<td>2 – Apr. 8th</td>
<td>Ch 2 WWW &amp; Internet, Ch 3 App Software</td>
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<td>3 - Apr. 15th</td>
<td>Ch 4 System Unit</td>
<td>4</td>
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<td>4 – Apr. 22nd</td>
<td>Ch 5 Input &amp; Output</td>
<td>5</td>
<td>4</td>
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<td>5 – Apr. 29th</td>
<td>Ch 6 Data Storage</td>
<td>6</td>
<td>5</td>
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<tr>
<td>6 – May 6th</td>
<td>Ch 7 Operating Systems</td>
<td>7</td>
<td>6</td>
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<tr>
<td>7 – May 13th</td>
<td>Ch 8 Communications, Ch 9 Database Mgmt</td>
<td>8, 9</td>
<td>7</td>
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<td>8 – May 20th</td>
<td>Security, Privacy, &amp; Ethics</td>
<td>10</td>
<td>8</td>
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<tr>
<td>9 – May 27th</td>
<td>Ch 11 Info Systems &amp; Programming</td>
<td>11</td>
<td>9</td>
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<tr>
<td>10 – June 3rd</td>
<td>Ch 12. Enterprise Computing</td>
<td>12</td>
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<tr>
<td>11 – June 10th</td>
<td>Finals Week</td>
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**DEADLINE:** Labs 1-3 resubmissions – Friday, Apr. 19th

**DEADLINE:** Labs 4-6 resubmissions – Friday, May 10th

**DEADLINE:** Labs 7-9 resubmissions – Friday, May 31st

**DUE DATE:** Research Project – Friday, June 7th

**DEADLINE:** Quizzes 7-12 – Sunday, June 9th

**FINAL EXAM:** Friday, June 7th – Wednesday, June 12th (On Campus: Center Bldg., rm 456)

**MIDTERM EXAM:** Saturday, May 4th – Wednesday, May 8th (On Campus: Center Bldg., rm 456)

**Inservice – Friday, May 3rd – College Closed**

**(Memorial Day Holiday – Monday, May 27th – College Closed)**

**FINAL EXAM:** Friday, June 7th – Wednesday, June 12th (On Campus: Center Bldg., rm 456)