INTRODUCTION TO COMPUTER SCIENCE

Course Syllabus

Course No:	CS 10	**Instructor:**	Prof. Leonid Romanyuk
Semester:	Fall 2009	**Phone:**	(510) 628-8024
Units:	3	**E-mail:**	lromanyuk@lincolnuca.edu
Class hours:	Monday 12:30 – 3:15pm	**Office Hours:**	MTW 11:50-12:25
Class Room:	404	**Office Room:**	402

COURSE DESCRIPTION:

An introduction to the principles and concepts of computer science and its applications. Discussions focus on the use of computers in business and personal lives, computer system basics, computer architecture, hardware, systems and applications software, programming languages, software engineering, data communications, information systems, the history of computing and computer's impact on society. Introduction to the Internet and online information sources. Laboratory on use of computer hardware and software (3 units).

LEARNING OBJECTIVES:

Students will learn about the latest available computer and the Internet technologies, practice the use of the Microsoft Windows operating systems, business applications in the Microsoft Office 2003 package, and the use of the Internet applications and resources.

INSTRUCTIONAL METHODS:

Lecture method is used in combination with the practical use of the Internet and business software. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity. Reading, writing, and computer assignments will be made throughout the course.

REQUIRED MATERIALS:

TEXTBOOK:	**Discovering Computers 2009: Introductory,** by Gary Shelly, Misty Vermaat, Course Technology, 2008, ISBN 10: 1423911970
SOFTWARE MANUAL:	**Microsoft Office 2003: Introductory Concepts and Techniques,** by Gary Shelly, Thomas Cashman, Misty Vermaat, Thomson Course Technology, 2006, ISBN 10: 1-4188-5932-X
OR:	**Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition,** by Gary B. Shelly; Thomas J. Cashman; Misty E. Vermaat, Course Technology; 1st edition, **ISBN-10:** 141884327X
OPTIONAL:	Publisher's Web site student resources at http://www.course.com/

REQUIREMENTS:

All students are required to attend the class. Continuous assessment is emphasized. Written or oral quizzes will be given every week. Students must complete all assignments and take all quizzes, mid-term exam and final exam ON THE DATES DUE. Talking in class, using cell phones, coming late, leaving the room at times other than at break time is not allowed. Plagiarism/cheating will result in the grade "F" and a report to the administration.

TESTING:

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments	every week	30%
Mid-term exam	10/19/09	20%
Final exam	as scheduled	30%

There will be no make-up for a missed quiz or participation in a classroom activity. No make-up exams will be given unless you have the instructor's **prior** approval obtained in person **before** the exam date, with the exception of an extreme emergency. Late assignments will get no credit or reduced credit. *Students will not be allowed to use computers or cellular phones during tests.*

GRADING:

Less than 50% total is an "F"; 75% total is "C+". Other grades will be calculated "on the curve" from the scores above.

COURSE SCHEDULE:

Weekly schedule of topics is attached. Students should read every chapter of the textbook on the topic to be discussed in class before they come to class. Be ready to answer in writing all review questions at the end of the chapter.

LABORATORY ASSIGNMENTS:

Weekly schedule of laboratory assignments is attached. Each laboratory assignment is due on the Monday of the next week after it is assigned. Additional assignments based on the Internet and library resources can be given during the semester. Take a folder and create a Project Notebook. You will put in this folder printouts of the results of all your assignments and storage media (floppy disk / CD disc / DVD disc / USB flash drive) with your assignments stored on it. The instructor can ask you to turn in this folder and grade your laboratory work at any time during the semester.

MODIFICATION OF THE SYLLABUS:

This syllabus was updated on August 25, 2009. The instructor reserves the right to modify this syllabus at any time during the semester. An announcement of any changes will be made in a classroom.

FALL 2009 SCHEDULE OF TOPICS AND REQUIRED READING

Textbook: Discovering Computers 2009

<u>*Read every chapter on the topic to be discussed in class before you come to class.*</u>
<u>*Be ready to answer in writing all review questions at the end of the chapter.*</u>

Date	Topics	Chapter
8/24/09	Introduction to Computers.	1
8/31/09	Coding Schemes and Number Systems	Appendix A
9/07/09	Labor day (Holiday	
9/14/09	The Internet and World Wide Web.	2
9/21/09	Application Software.	3
9/28/09	The Components of the System Unit.	4
10/05/09	Input.	5
10/12/09	Output	6
10/19/09	**Review** **MIDTERM EXAM**	**1 – 6** **Appendix A**
10/26/09	Storage	7
11/02/09	Operating Systems and Utility Programs	8
11/09/09	Communications and Networks	9
11/16/09	Database Management	10
11/23/09	Computer Security, Ethics, and Privacy. Computer Forensics.	11
11/30/09	Small Business and Enterprise Information Systems	n/a
12/07/09	**Review**	1 - 11
12/14/09	**COMPREHENSIVE FINAL EXAM**	1 - 11

FALL 2009 SCHEDULE OF LAB WORK

Lab manual: Microsoft Office 2003: Introductory Concepts and Techniques

Each Lab assignment is due on the Monday of the next week

Date	Topics	Chapter
8/24/09	Essential Introduction to Computers.	Introduction
8/31/09	Introduction to Microsoft Windows XP and Office 2003	Microsoft Windows XP and Office 2003
9/07/09	Labor day (Holiday	
9/14/09	Creating and Editing a Word Document	Word 2003
9/21/09	Creating a Research Paper	Word 2003
9/28/09	Creating a Resume Using a Wizard and a Cover Letter with a Table. Web Feature: Creating Web Pages Using Word.	Word 2003
10/05/09	Creating a Worksheet and an Embedded Chart	Excel 2003
10/12/09	Formulas, Functions, Formatting, and Web Queries	Excel 2003
10/19/09	What-If Analysis, Charting, and Working with Large Worksheets. Web Feature: Creating Static and Dynamic Web Pages Using Excel	Excel 2003
10/26/09	Creating and Using a Database	Access 2003
11/02/09	Querying a Database Using the Select Query Window	Access 2003
11/09/09	Maintaining a Database Using the Design and Update Features of Access. Integration Feature: Sharing Data among Applications.	Access 2003
11/16/09	Using a Design Template and Text Slide Layout to Create a Presentation	PowerPoint 2003
11/23/09	Using the Outline Tab and Clip Art to Create a Slide Show Web Feature: Creating a Presentation on the Web Using PowerPoint	PowerPoint 2003
11/30/09	E-Mail and Contact Management with Outlook Integrating Office 2003 Applications and the World Wide Web	Outlook 2003 Office 2003 Integration
12/07/09	**Hand-in all your laboratory work before 12:20 pm.**	