

Revised May 20, 2009

**LINCOLN UNIVERSITY**  
**Department of Computer Science**  
Summer 2009

**COURSE:** CS 10 - INTRODUCTION TO COMPUTER SCIENCE – 3 units  
**INSTRUCTOR:** Prof. Leonid Romanyuk  
**OFFICE HOURS:** MW 11:50-12:25, room 402, e-mail: [romanyuk@lincolnuca.edu](mailto:romanyuk@lincolnuca.edu)  
**TEXT:** **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  
**OPTIONAL:** Publisher's Web site student resources at <http://www.course.com/>

**CATALOG 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.

**TOPICAL OUTLINE OF THE COURSE:** weekly schedule of topics is attached

**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. Plagiarism will result in the grade "F" and a report to the administration

**GRADING:**

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments	every week	30%
Mid-term exam	4 <sup>th</sup> week	20%
Final exam	as scheduled	30%

Less than 60% total is an "F"; 75% total is "C+". Other grades will be calculated "on the curve" from the scores above.

## SUMMER 2009 SCHEDULE OF TOPICS AND REQUIRED READING

*Textbook: Discovering Computers 2009*

Read every chapter on the topic to be discussed in class before you come to class.

Date	Topics	Chapter
6/08/09	Introduction to Computers. Coding Schemes and Number Systems	1 Appendix A
6/10/09	The Internet and World Wide Web.	2
6/15/09	Application Software.	3
6/17/09	The Components of the System Unit.	4
6/22/09	Input.	5
6/24/09	Output	6
6/29/09	Storage	7
7/01/09	<b>MIDTERM EXAM</b>	<b>1 – 7</b>
7/06/09	Operating Systems and Utility Programs	8
7/08/09	Communications and Networks	9
7/13/09	Database Management	10
7/15/09	Computer Security, Ethics, and Privacy. Computer Forensics.	11
7/20/09	<b>Review</b>	1 - 11
7/22/09	<b>COMPREHENSIVE FINAL EXAM</b>	1 - 11

Additional reading assignments based on the Internet and library resources can be given during the Summer 2009 session.

## SUMMER 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**

<b>Date</b>	<b>Topics</b>	<b>Chapter</b>
6/08/09	Essential Introduction to Computers. Introduction to Microsoft Windows XP and Office 2003	Introduction Microsoft Windows XP and Office 2003
6/10/09	Creating and Editing a Word Document	Word 2003
6/15/09	Creating a Research Paper	Word 2003
6/17/09	Creating a Resume Using a Wizard and a Cover Letter with a Table. Web Feature: Creating Web Pages Using Word.	Word 2003
6/22/09	Creating a Worksheet and an Embedded Chart	Excel 2003
6/24/09	Formulas, Functions, Formatting, and Web Queries	Excel 2003
6/29/09	What-If Analysis, Charting, and Working with Large Worksheets. Web Feature: Creating Static and Dynamic Web Pages Using Excel	Excel 2003
7/01/09	Creating and Using a Database	Access 2003
7/06/09	Querying a Database Using the Select Query Window	Access 2003
7/08/09	Maintaining a Database Using the Design and Update Features of Access. Integration Feature: Sharing Data among Applications.	Access 2003
7/13/09	Using a Design Template and Text Slide Layout to Create a Presentation	PowerPoint 2003
7/15/09	Using the Outline Tab and Clip Art to Create a Slide Show Web Feature: Creating a Presentation on the Web Using PowerPoint	PowerPoint 2003
7/20/09	E-Mail and Contact Management with Outlook Integrating Office 2003 Applications and the World Wide Web	Outlook 2003 Office 2003 Integration

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