



# *Introduction to Computer Science*

## *Course Syllabus*

<b>Course No:</b>	CS 10	<b>Instructor:</b>	Prof. Leonid Romanyuk
<b>Semester:</b>	Fall 2012	<b>Phone:</b>	(510) 628-8024
<b>Units:</b>	3 units (= 45 lecture hours)	<b>E-mail:</b>	lromanyuk@lincolnuca.edu
<b>Class hours:</b>	Wednesday 12:30 pm – 3:15 pm	<b>Office Hours:</b>	Monday, Wednesday 11:50 am -12:25 pm
<b>Class Room:</b>	TBA	<b>Office Room:</b>	402

### **REQUIRED MATERIALS:**

**TEXTBOOK:** **Enhanced Discovering Computers, Introductory: Your Interactive Guide to the Digital World**, by Gary Shelly and Misty Vermaat, Course Technology, 2013, ISBN-10: 1133593461

**SOFTWARE MANUAL:** **Microsoft Office 2010: Introductory**, by [Gary B. Shelly, Misty E. Vermaat](#), Course Technology; 1 edition, 2010, **ISBN-10:** 1439078386

**OPTIONAL:** Publisher's Web site student resources at <http://www.cengage.com/>

### **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, networking, and the Internet technologies, practice the use of the Microsoft Windows operating system, business applications in the Microsoft Office 2010 package, and the use of open source software and the Internet applications and resources.

### **INSTRUCTIONAL METHODS:**

Lecture method is used in combination with the practical use of business software and the Internet. 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.

## **OTHER 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.

## **LABORATORY ASSIGNMENTS:**

Weekly schedule of laboratory assignments is attached. Each laboratory assignment is due on the Wednesday 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.

## **TESTING:**

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments	every week	30%
Mid-term exam	as scheduled	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.

## **MODIFICATION OF THE SYLLABUS:**

**This syllabus was updated on July 25, 2012.** The instructor reserves the right to modify this syllabus at any time during the semester. An announcement of any changes will be made in the classroom.

# FALL 2012 SCHEDULE OF TOPICS AND REQUIRED READING

*Textbook: Enhanced Discovering Computers, Introductory*

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

Date	Topics	Chapter
8/22/12	Introduction to Computers.	1
8/29/12	Coding Schemes and Number Systems.	Appendix C
9/05/12	The Internet and World Wide Web.	2
9/12/12	Application Software.	3
9/19/12	The Components of the System Unit.	4
9/26/12	Input.	5
10/03/12	Output	6
10/10/12	<b>Review MIDTERM EXAM</b>	<b>1 – 6 Appendix A</b>
10/17/12	Storage.	7
10/24/12	Operating Systems and Utility Programs.	8
10/31/12	Communications and Networks.	9
11/07/12	Database Management.	10
11/14/12	Computer Security and Safety, Ethics, and Privacy.	11
11/21/12	Fall recess	
11/28/12	<b>Review</b>	1 - 11
12/05/12	<b>COMPREHENSIVE FINAL EXAM</b>	1 - 11

## FALL 2012 SCHEDULE OF LAB WORK

*Lab manual: Microsoft Office 2010: Introductory*

*In every chapter do all "In the Lab" assignments and save them on your USB flash drive*

**Each Lab assignment is due on the Wednesday of the next week after it was assigned**

Date	Topics	Chapter
8/22/12	Introduction to Computers.	Introduction
8/29/12	Office 2010 and Windows 7: Essential Concepts and Skills	Office 2010 and Windows 7
9/05/12	Creating, Formatting, and Editing a Word Document with a Picture	Word 2010-1
9/12/12	Creating a Research Paper with Citations and References	Word 2010-2
9/19/12	Creating a Business Letter with a Letterhead and Table	Word 2010-3
9/26/12	Creating a Worksheet and an Embedded Chart	Excel 2010-1
10/03/12	Formulas, Functions, and Formatting	Excel 2010-2
10/10/12	What-If Analysis and Working with Large Worksheets	Excel 2010-3
10/17/12	Creating and Editing a Basic Presentation	PowerPoint 2010-1
10/24/12	Enhancing a Presentation with Pictures and Shapes	PowerPoint 2010-2
10/31/12	Reusing a Presentation and Adding Multimedia	PowerPoint 2010-3
11/07/12	Creating and Using a Database	Access 2010-1
11/14/12	Querying a Database	Access 2010-2
11/21/12	Fall recess	
11/28/12	Maintaining a Database	Access 2010-3
12/05/12	<b>Hand-in all your laboratory work before 12:25 pm.</b>	