



# Lincoln University

## FALL 2018

**COURSE:** CS 10: INTRODUCTION TO COMPUTER SCIENCE (Wen 9:00 – 11:45 AM)  
3 units

**INSTRUCTOR:** Guoliang Fang gfang@lincolnuca.edu  
510-628-8037

**OFFICE HOURS:** Before and after class

**TEXTBOOK:** None, Materials Will Be Provided

### 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)

### EDUCATIONAL OBJECTIVES OF BACHELOR OF ARTS IN BUSINESS ADMINISTRATION:

1. To develop student's abilities to understand business concepts, terms and theories.
2. To prepare students for jobs in the fields of management, marketing, human resources, international business, and finance.
3. To develop critical thinking and to assist students in becoming more proficient in analysis, decision making and management.
4. To build students' understanding of international business and the effects of globalization.

**The following Program Learning Outcomes (PLOs) are aligned with the Educational Objectives:**

Students graduating our BA in Business Administration program will be able to:

<b>Outcomes</b>	<b>Mapping to ILOs</b>
Demonstrate solid knowledge in the principle functional areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business (PLO 1).	ILO 1, ILO 2, ILO 3,
Determine the nature and extend of the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy within business environment (PLO 2)	ILO 1
Demonstrate the ability to communicate with others using written and oral communication tools within an organization (PLO 3).	ILO 2
Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions (PLO 4).	ILO 1, ILO 2, ILO 5
Apply and comply with ethical and legal principles of the business environment and evaluate different ethical perspectives (PLO 5).	ILO 3, ILO 4

**This course is aligned with PLO1, PLO2, PLO3, PLO4, and PLO5.**

**COURSE OBJECTIVES:**

Students will be introduced to the principles and concepts of computer science and its applications. Students will be learn the use of computers in business and personal lives, which includes computer systems, 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. Part of the course will focus on the introduction to the Internet and online information sources. Students will learn about the latest available computers, 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 case studies and outside readings, as assigned. The emphasis will be on learning. Every student must participate in an intensive preparation and classroom activity. The emphasis will be on learning by examples and solving problems. Every student is welcome to participate in intensive classroom activities and discussions. Reading and problem solving assignments will be given throughout the course. Video materials will be presented. There may be class discussions and group presentations by students on the project assignments during class.

## CLASS ATTENDANCE:

Students are expected to attend class on a regular basis. Attendance is crucial to performing well in this course, as some of the material presented may not be found in the textbook. Further, the lecture and classroom demonstrations will emphasize and expand upon important topics found in the textbook. Thus, it is vital that you take thorough notes in class.

## PROJECTS:

There will be 5 projects for this class.

## GRADING PLAN:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F

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### Score Weights

Attendance	50%
Projects	50%

## CLASSROOM POLICY:

**Using personal computers is encouraged.** If you do need to text message or receive a call, please take it outside the classroom.

**I am available and will do my best to help you learn and succeed.** Questions and points of discussion are encouraged. I am also highly accessible for discussions if you wish to receive additional information or learn more about a certain topic or need help with data analysis. Please visit me during my office hours, or talk to me immediately after class, if you need study tips or additional help. No appointment is required for my office hours.

**TENTATIVE CLASS SCHEDULE:**

Class 1	Introduction to Computers
Class 2	Introduction to Computer Network
Class 3 – Class 4	Introduction to Word
Class 5 – Class 7	Introduction to PowerPoint
Week 7 – Class 10	Microsoft Excel For Finance
Class10 – Class 14	Micorsoft Excel For Data Analysis

Note: Instructor reserves the right to modify the content of this syllabus.

**GOOD LUCK!**

**Syllabus Reviewed: 08/10/2018**