CISC 1050 2NET - Online
Introduction to Computer Applications
Summer II 2021

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COURSE DESCRIPTION

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office 2019, Microsoft Office Word, Microsoft Office Excel, Microsoft Office Access, Microsoft Office PowerPoint, creating Web pages, and integration of the applications. **Students will be required to take the midterm and final examination at the specified time (See schedule)**. All other work may be done at home on your own schedule.

SOFTWARE

All assignments and examinations will be based on Windows and Microsoft Office 2019.

REQUIRED TEXTBOOK

Shelly Cashman Series Microsoft® Office 365 & Office 2019 Introductory | 1st Edition
Sandra Cable/Steven M. Freund/Ellen Monk/Susan L. Sebok/Joy L. Starks/Misty E. Vermaat
ISBN-13: 978-0-357-02643-4
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This textbook is available in several formats, including hard copy, rental and digital. Please shop on line for the best prices in the format that you find best for your needs. Be sure to get the correct edition, as the HW problems will be assigned directly from this textbook.

TECHNOLOGY REQUIREMENTS

Students may use their own computers at home or at the college (Library, Computer Café, Web Building – if open):

- Students must have access to a personal computer using Windows 10 operating systems.
- Microsoft Office 2019
- Email & access to the World Wide Web
- Skype for online communication with the instructor

GRADING

- Homework   30%
- Midterm   30%
- Final   40%

HOW TO CONTACT ME

Students may contact me via Skype or via email. The subject of your email must contain the following or it may end up in my SPAM filter:

CISC 1050 – your name – Assignment number or subject

If you have any questions please feel free to see me at any other time that I am available. If you need to communicate with me, the ONLY guaranteed way to reach me is by email. **We do not use Blackboard for this class.**

Students are also encouraged to use Skype or Facebook Messenger to contact me. Please be advised however, that although I am always logged on, I am not always sitting in front of the computer.

COURSE POLICIES

Student Conduct

Any acts of disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Electronic Devices in Class Policy

Cellular telephones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Calculators and computers are prohibited during examinations, unless specified.

Examination Policy

A midterm and final examination will be given at the specified time. Please schedule your other activities in advance. No make-up exams will be allowed.

To prepare for examinations, do the assignments and read the chapters. 100 % of the questions are taken directly from the reading material.

The examinations consist of multiple choice and true/false questions.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence in writing. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the college's policy if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

Any student violating the college's academic integrity policy is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Disabilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

TUTOR ASSISTANCE

Tutors may be available in the Learning Center.

CONSULTANT ASSISTANCE

Consultants in the open lab are on duty to assist you with hardware and software problems. If your computer malfunctions or your printer is out of paper, go to the main desk and ask a consultant for help. The consultants are not laboratory assistants and, therefore, are not responsible for answering specific laboratory homework questions.

LECTURE, LABORATORY, AND EXAMINATION SCHEDULE

Although this course does not have formal meetings, you should expect to invest sufficient time to both learn the material and do the assignments. Students should prepare to spend at least 3-8 hours per assignment on this material. This does not include studying for exams. If you do not have enough time, do not take the course. Do not kid yourself!

Each of the areas of study (Introduction to Computers, Windows, Microsoft Word, Excel, Access and PowerPoint) are covered by one or more "Projects" in the textbook. Each project is designed to be read while sitting in front of the computer. By following along the project, you will learn many features of the application. After reading the chapter, you are to do the project assigned (see the schedule below).

You are expected to read each assigned project *before* attempting the assignment.

You will also receive an email from me with information and *possibly additional requirements* for each assignment. **Please be sure to read the email carefully *before* you begin the assignment**.

Each assignment must be <u>emailed to me</u> on the day that it is due. Any assignment received after midnight of its due date will be penalized 5%, for each class session after the due date. <u>Once an assignment has accumulated 25 points of late penalties it will no longer be accepted</u>.

Within a day or so of each assignment you will receive an email from me with your grade and suggestions for improvement (if any). ***Do not resubmit the assignment once the grade has been assigned***.

We do not use Blackboard for this class.

Plan to spend at least 3-8 hours on each laboratory assignments <u>In addition, printed copies of each assignment must be submitted at the midterm and final examination.</u> Failure to submit the printed copy of the assignment will result in the invalidation of the grade for that assignment.

Make sure your name, student ID, and homework number appear in the upper-left corner of *both* the electronic and hard copies. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment is multiple sheets, sequence it according to the order of the exercise.

<u>**SYLLABUS**</u>

- Introduction to Computers

- Windows and Office 2019
    1. Introduction to Microsoft Windows and Office 2019

- Word
    1. Creating and Editing a Word Document
    2. Creating a Research Paper
    3. Creating a Resume Using a Wizard and a Cover Letter with a Table
    4. Web Feature: Creating Web Pages Using Word

- Excel
    1. Creating a Worksheet and an Embedded Chart
    2. Formulas, Functions, Formatting, and Web Queries
    3. What-If Analysis, Charting, and Working with Large Worksheets
    4. Pivot and Lookup Tables

- Midterm Examination

- Access
    1. Introduction to database
    2. Creating and Using a Database
    3. Querying a Database Using the Select Query Window
    4. Maintaining a Database Using the Design and Update Features of Access

- PowerPoint
    1. Using a Design Template and Text Slide Layout to Create a Presentation
    2. Using the Outline Tab and Clip Art to Create a Slide Show
    3. Web Feature: Creating a Presentation on the Web Using PowerPoint

- Final Examination

Brooklyn College Bereavement Policy

Students who experience the death of a loved one should refer to:

http://www.brooklyn.cuny.edu/web/about/initiatives/policies/bereavement.php

Brooklyn College Policy on Academic Integrity

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both.

The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for implementing that policy can be found at this site: http://www.brooklyn.cuny.edu/bc/policies.

If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation.

This means that if *you* cheat on a test or an assignment, I *must* file a report which will initiate academic penalties.

The golden rules of email correspondence

- Check your email daily.

- ALWAYS put <yourname> IN THE SUBJECT. It's not realistic to expect your instructors to remember the handles of dozens of students and who may be hiding behind flatbush-prince-of-darkness@blahblahblah.com.

  If you have a "funny" email address, you should consider getting a professional-looking email address. A common format is your first name's initial followed by the last name. As an alternative you could use your last name followed by three or more digits that are easy to remember (street address, part of telephone number, etc.)

- Email is a FORMAL means of communication (at least when you correspond with your professors or employers, etc.). Avoid abbreviations, slang and cuteness. Let's treat each other with respect. Use capital letters, punctuation, greetings and salutations as in a professional message.

- The use of magic words (please, thank you) and politeness in general is strongly encouraged.

- Sign every message at the bottom. Why? Because it is GOOD MANNERS and if it is a long message, the reader doesn't have to scroll up to check who the sender is (even profs suffer from ADD, sometime.).

- When you send homework by email (you will be told when and if), into the SUBJECT you will enter <yourname> followed by the exact string of words you will be given. This allows your instructors to archive automatically your email into folders for easier retrieval and record keeping. Also, if the homework is to be sent as an ATTACHMENT, you will use the filename that will be given to you. This allows routing messages to the appropriate folders avoiding misplacement or deletion.

Exchange phone numbers or email addresses with more than one classmate. Please do not write to let your instructors know that you were not in class (they already know) or will miss class; to ask them to summarize what s/he did or will do in class; or what the assignment is/was. Email a classmate instead. Email your instructors only for SERIOUS AND MOTIVATED REASONS.

Schedule of Assignments & Examinations
SUMMER II 2019

All assignments are to be submitted as an attachment to an email.

Please note: Summer Session II classes are extremely intensive!

HW	Due Date	Assignment Windows /Office 2016
1	**7/12**	• ***Send me a brief email introducing yourself. Be sure to include the subject line specified above.***
2	**7/14**	• Read WD1-1 – WD1-77 • ***Submit a flyer (as described in the chapter) announcing an event – Be creative***
3	**7/19**	• Read WD2-1 – WD2-63 • ***Submit In the Lab Page WD2-69 Parts 1 and 2***
4	**7/22**	• Read WD3-1 – WD3-59 • ***Submit your resume and a cover letter as described in the chapter***
5	**7/26**	• Read EX1-1 – EX1-65 • ***Submit Apply Your Knowledge Page EX1-66 Steps 1-7***
6	**7/28**	• Read EX2-1 – EX2-49 • ***Submit Apply Your Knowledge Page EX2-50 Steps 1-11***
7	**8/2**	• Read EX3-1 – EX3-60 • ***Submit Extend Your Knowledge Page EX3-62 Parts 1 & 2***
8	**8/4 12:00-2:00 PM day**	*Midterm Examination* *Submit printed copies of all assignments (HWs 1 – 7)*
9	**8/5**	• Pivot Tables – Read the handout • Submit the assignment on the handout
10	**8/5**	• Read AC1-1 – AC1-40 • ***Submit Apply Your Knowledge AC1-41 All parts***
11	**8/9**	• Read AC2-1 – AC2-58 • ***Submit Apply Your Knowledge AC2-59 All parts***
12	**8/11**	• Read AC3-1 – AC3-53 • ***Submit Apply Your Knowledge AC3-54 All parts***
13	**8/13**	• Read PPT1 – PPT3 • ***Choose a thesis. Create a PowerPoint presentation (minimum of 5 slides) to present your thesis. Include graphics and animation.***
•	**August 16 6-8 PM evening online**	*Final Examination* *Submit printed copies of all assignments (HWs 9-13)*