

# CISC 1050

## Introduction to Computer Applications

Instructor: Professor D. Safonte

Hours: Tuesday / Thursday 2:15- 3:30pm

E-mail: dsafonte@citytech.cuny.edu

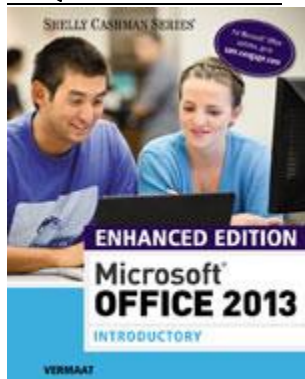
### COURSE DESCRIPTION

This course provides an overview of microcomputer applications including a brief introduction to Microsoft Office Word, Microsoft Office Excel, Microsoft Office Access, and Microsoft Office PowerPoint.

### SOFTWARE

All assignments and examinations will be based on Windows and Microsoft Office 2013.

### REQUIRED TEXTBOOK



Misty E. Vermaat  
ISBN-10: 1305408985  
ISBN-13: 9781305408982  
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### TECHNOLOGY REQUIREMENTS

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

- Students must have access to a personal computer using Windows 7, 8 or 10 operating systems and Microsoft Office 2013
- Email & access to the World Wide Web

## GRADING

- Homework / Labs 40%
- Midterm 30%
- Final 30%

## HOW TO CONTACT ME

The subject of your email MUST contain the following or it may end up in my SPAM filter:

*BK CISC 1050 – your name – Assignment number or subject*

If you have any questions please feel free to see me after class when possible. I am not on campus often, so if you need to communicate with me, the ONLY guaranteed way to reach me is by email.

## 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 stay in your bag unless an absolute emergency. Phones are not allowed out during exams.

### Examination Policy

*A midterm and final examination will be given in class. No make-up exams will be allowed without prior arrangements being made.*

To prepare for examinations, do the assignments and read the chapters. 100 % of the questions are taken directly from the reading material. Review the Quick Reference Summary at the back of the book for the application on which you are being

tested. Access student data files and other study tools on [cengagebrain.com](https://www.cengagebrain.com)

The exams are practical in nature. You will be expected to demonstrate the skills learned in class. You are urged to study by taking these sample examinations prior to sitting for the midterm and final.

### **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 are 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

Students should prepare to spend at least 3-6 hours per class on this material. If you do not have enough time, do not take the course. Do not kid yourself!

Each of the areas of study (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.

Each Lab assignment must be submitted 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. Once an assignment has accumulated 25 points of late penalties it will no longer be accepted.

**Do not resubmit the assignment once the grade has been assigned.**

## Overview

- 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
- 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
- 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 Tables and Charts
- **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
- **Final Examination**

## 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.

<b>Date</b> <b>2:15 pm – 3:30 pm</b>	<b>Location</b> WEB 105	<b>CISC 1050</b> <b>Objective</b>
Tuesday – 08/28		Intro to Course Intro to Word Creating and Editing a Word Document
Thursday – 08/30		Word: Creating a Research Paper
Tuesday – 09/04		Word: Creating a Resume Using a Wizard and a Cover Letter with a Table
Thursday – 09/06		Intro to Excel Creating a Worksheet
Tuesday – 09/11	NO CLASSES	
Thursday - 09/13		Excel: Creating Embedded Charts
Tuesday – 09/18	NO CLASSES	
Thursday – 09/20		Excel: Formulas, Functions, and Formatting
Tuesday – 09/25		Excel: Formulas, Functions, Formatting and Web Queries Cont'
Thursday – 09/27		Excel: Formulas, Functions, Formatting and Web Queries Cont'
Tuesday – 10/02		Excel: What if Analysis, Working with a Large Worksheets
Thursday – 10/04		Excel: What if Analysis, Working with a Large Worksheets Cont'
Tuesday – 10/09		Excel: What if Analysis, Working with a Large Worksheets Cont'
Thursday – 10/11		Excel: What if Analysis, Working with a Large Worksheets Cont''
Tuesday - 10/16		MIDTERM EXAM
Thursday – 10/18		Excel: Intro to Tables Handling Data
Tuesday – 10/23		Excel: Intro to Pivot Tables
Thursday – 10/25		Excel: Pivot Tables Cont'
Tuesday - 10/30		Excel: Pivot Tables Cont' Pivot Charts
Thursday – 11/01		Excel: Pivot Tables Cont' Pivot Charts Con't



Tuesday – 11/06		Excel: HLookup & VLookup
Thursday – 11/08		Excel: HLookup & VLookup Con't
Tuesday – 11/13		Intro to Access Intro to Databases
Thursday – 11/15		Access: Databases Continued Creating and Using a Database
Tuesday – 11/20		Access: Querying a Database Using the Select Query Window Creating and Using a Database Cont'
Tuesday – 11/27		Access: Querying a Database Using the Select Query Window Con't
Thursday – 11/29		Access: Querying a Database Using the Select Query Window Con't Intro to Forms
Tuesday – 12/04		Access: Forms Con't Reports
Thursday – 12/06		Intro to PowerPoint
Tuesday – 12/11		PowerPoint: Using a Design Template and Text Slide Layout to Create a Presentation
Thursday 12/13	NO CLASSES	READING DAY
TBA	FINAL	