

General Information:

Instructor: Dr. Danjie Zhu
Class Times: 9:30am – 10:45am (Tuesday / Thursday)
Classroom: Web 105
Office Hours: Tuesday, 10:45am – 11:45 PM (Web 105)
E-mail: dzhu@sci.brooklyn.cuny.edu
MailBox: 2109 Ingersoll Hall (Do not confuse it with Prof. **Zhou**'s mailbox.)

Class Objectives:

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office 2021, Microsoft Office Word, Microsoft Office Excel, Microsoft Office Access, and Microsoft Office PowerPoint.

Textbook:

Required: **Shelly Cashman Series® Microsoft® Office 365® & Office 2021 Introductory | 1st edition**, Publisher: Cengage Learning Inc. (2023), ISBN-13: 978-0-357-67678-3

Software and Technology Requirements

- The lectures and all the assignments will be based on Windows 10 and Office 2021. It is not recommended to use MacOS's version of Office 2021 because it has a different interface and does not support Access.
- You may use the computers at the college (Library, Computer Café, Web Building) or install Office 2021 on your own computer running Windows 10.
- CUNY provides free download of Microsoft Office 365 at:
<https://www.cuny.edu/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/>

Website:

<http://www.sci.brooklyn.cuny.edu/~dzhu/cisc1050/> (lecture notes, exam schedules, etc.)
Blackboard (homework / classwork assignments, exams)

Class Meetings:

Classes will meet every Tuesday and Thursday for 14 weeks, except for Oct. 3 (NC), Oct. 15 (Monday schedule) and Nov. 28 (CC). This is a very hands-on course. Therefore, **attendance is mandatory** and will affect your overall grade. No matter if you are in the class or not, you are responsible for whatever is done in class including classwork and homework assignments.

Grading

- Homework 30%
- Workshop 10%
- Midterm 25%
- Final 35%

Tutor and Consultant Assistance

Tutors are available in the Learning Center. 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.

Projects and Homework Assignments

Each of the areas of study (Introduction to 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 with the project, you will learn many features of the application. After reading the chapter, you are to do the project assigned.

Homework Assignments are to be submitted through **Brightspace** as uploads. In Word, upload the document; in Excel upload the spreadsheet(s); in Access, upload the database; in PowerPoint, upload the presentation. Any assignment received after midnight of its due date will be penalized 10%, for each class session after the due date. Make sure your name, student ID, and homework number appear in the upper-left corner of your assignment.

Syllabus

- 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

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 in class. Please schedule your other activities in advance. No make-up exams will be allowed without prior arrangements being made.

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.

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.