

Syllabus: Introduction to Computer Applications

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1 Details

Course & Section:	<i>Introduction to Computer Applications</i> , CISC 1050, MW2
Days & Time:	Mondays, Wednesdays (MoWe), 02:15 PM – 03:30 PM
Location:	West End Building, Room 105 (WEB-105 in short)
Instructor:	Miriam Briskman
E-mail:	miriam.briskman@brooklyn.cuny.edu
Response Time:	Within 24 – 48 hours, between 12 PM to 9:30 PM
Office Hours:	Wednesdays, 07:30 PM – 09:30 PM, online through Zoom. Alternatively, please email the instructor to schedule an appointment.
Course Materials:	[Free] <i>Computer Applications for Managers</i> , by Lumen Learning. Link: https://courses.lumenlearning.com/wm-computerapplicationsmgrs-2/ . Note: This course uses only free, open-source materials.
Prerequisites:	None
Tools/Resources:	Brightspace; One of Microsoft Office 365 or 2016/19/21/24

1.1 Course Description

(3 credits) Introduction to the use of the computer in the home and office. Computer literacy. Word processing, database systems, and spreadsheets. Examination and evaluation of computer peripherals and software for personal computers.
(Taken from CUNYFirst.)

1.2 Course Objectives

By the end of this course, you will master the following skills:

- Proficiency of Microsoft Windows 10/Windows 11 and Microsoft Office 365/2016/19/21/24, which is the office application suite provided by Microsoft Windows.
- Familiarity with Microsoft Windows 10/Windows 11 computing concepts and the Microsoft Office Word, PowerPoint, Excel, and Access applications.
- Application of the obtained knowledge of the Microsoft Office suite to academic and professional projects.
- Independent searching and verbal expression of answers based on given sources or your opinion.

Please refer to the [Required Electronic Tools and Resources](#) section at the end of this syllabus for information about how to obtain the software required for this course (for free, of course.)

2 Grading Components

The course's grade is influenced by the following components:

Participation	15%
Homework	20%
Midterm	30%
Final	35%
Extra Credit	5%

Below is a further description of every course component and additional items that might affect your learning experience:

2.1 Attendance:

Attendance is indirectly considered towards the grade for this class. Here's why:

1. September 17 is when instructors must submit Verification of Enrollment reports for each class. **If you do not attend at least once before that day, the Registrar will automatically withdraw you from the class, and you will lose your federal and state financial aid** if you are eligible for such, which is a situation into which nobody wants to get.
2. If you don't attend sessions regularly, you will lose the ability to take the polls, which represent 15% of your grade (see [Participation](#) below.)

Note that our lectures take place in-person. If during the semester we move to online (remote/at-home) learning, the instructor will notify you as soon as possible via a Brightspace announcement and via email and will let you know how we'll meet online.

Important: Interviews, job shifts, side hustles, or any other kind of employment schedule conflicts that prevent you from attending the lectures of the class, submitting required/graded course assignments on time or taking any of the in-person exams **won't** be accommodated. That is, if you skip lectures due to work, you will lose in-class participation points, which together are worth at least 15% of the course grade. This means you will earn a B for the course in the best case. If you hold such job shifts or consider applying for and landing a job during the semester that will prevent you from attending lectures, submitting assignments on time or taking any of the in-person exams, please swap this course with a different course that fits your schedule.

2.2 Participation:

Participation is mandatory. During a lecture, the instructor will create topic-based **polls** (multiple-choice questions) on the **Poll System website**

https://www.sci.brooklyn.cuny.edu/~briskman/poll_system/studentaccess.

When the instructor tells you that there is a poll, you will log into this website using either your classroom computer or your phone and respond to the poll.

You are highly encouraged to view the 15-minute interactive tutorial below to learn how to log into the website, take polls, and view your poll grades:

https://www.sci.brooklyn.cuny.edu/~briskman/poll_system/tutorial/.

To fulfill the ‘participation’ requirement, **you should respond to 50 polls throughout the semester**, but you are NOT required to choose the correct answer to get full grade. That is, **even if you mark the wrong answer choice, you will get a full grade for the poll (Yay!)**

To have a poll considered towards your grade, you should be present in class when the poll is given (this is why attendance is indirectly relevant.) If you must miss a class due to religious observance, an emergency, illness, doctor’s appointment, etc., please email the instructor at miriam.briskman@brooklyn.cuny.edu, **explaining the reason and attaching supporting documents** (screenshot of calendar, doctor’s note, PCR test results, email printouts, scans, etc.) In such a case, the polls given during the lecture you miss will be counted towards the requirement as though you completed them. Without emailing and attaching proper documents, the missed polls will not be counted.

Arriving in class after attendance was taken is equal to missing that lecture: in that case, you could provide a document that shows that you arrived late due to an emergency reason. See [the following section below](#) for a list of possible documents and cases that are considered emergency situations. Without such a document, you won’t receive any points from polls on that day, even if you attempt some of polls after arriving in class late or from home.

Using cell phones, laptops, or other non-vital electronic devices during lectures when there are no ongoing polls is prohibited unless you use the device for lecture-related activities (e.g., looking up the lecture slides or taking notes.) If these cases don’t apply, but you still continue using your device(s) after the instructor issues you a warning, you will be marked ‘absent’ from that lecture, and all your poll points for that lecture will be forfeited.

If you step out of the classroom (e.g., going to the restroom), and as a result miss a poll question was assigned while you weren’t in the classroom, you won’t receive points for that poll even if you attempted to answer it from outside the classroom. We’ll have plenty poll opportunities this semester, so don’t worry if you miss a poll. Nonetheless, students leaving the classroom in the middle of the lecture (for more than 15 minutes of the lecture time) and not returning by the end of the lecture to the classroom will be marked absent for that lecture and won’t receive any points for poll done during that lecture. If the reason you needed to leave the classroom was an emergency, please let the instructor know (you might be asked to provide a document that confirms the emergency). Once the instructor confirms the emergency, you will receive the lost poll points back.

And here are even more opportunities to earn bonus points (yay!): besides poll questions, the instructor might verbally ask questions during the lecture about the currently covered material, either to the entire classroom or to individuals, for a verbal answer. If you answer

a question that the instructor asked correctly, you will receive a bonus point that will be added to your poll count as though you answered a poll question correctly.

- There is no penalty for answering a question incorrectly, and the instructor might give you additional chances to revise your answer in order to eventually state the correct answer, at which point you will get a bonus point.
- However, if you refuse to respond to the instructor when your name is called, or say “I don’t know the answer” while the instructor is still looking for an answer from you, or attempt to assist a classmate who was asked a question, all your poll points for that lecture will be forfeited (but you will remain ‘present’ for the lecture unless you leave the classroom for more than 15 minutes as described above).

If you are asked a question, the instructor might also ask you to put your device(s) down for the duration of answering the question and focus on the classroom screen or your paper notes (if you have any) instead while answering the question: in that case, if you still keep staring on typing at your device(s), all your poll points for that lecture will be forfeited (but you will remain ‘present’ for the lecture unless you leave the classroom).

The purpose of the polls and the verbal questions is to keep you focused on the taught topic and to prepare you for the exams, which will contain questions similar to those discussed during lectures.

2.3 Homework:

Homework is assigned regularly as part of the course. You can always submit an assignment before the due date, if you want. Homework assignments are submitted via Brightspace. Please refer to the [Schedule](#) section below for all the homework due dates. You can re-submit a homework assignment ∞ -many times until the due date to get full credit, which is always at 11:59 PM EST on the due date. The last attempt will be graded.

If you submit homework after the due date, you will get partial credit of up to 50% percent of the assignment’s points. The grade received for a homework is final, and you can’t resubmit an assignment for a better grade. The instructor will grade each homework manually within a week or two after the due date and post the grade on Brightspace; please log into Brightspace to view your grades, as the instructor may not always notify you about their submission.

To learn how to view or submit homework assignments, please view the following picture-full 8-min Google Forms guide:

<https://forms.gle/WTryNwnvbBmcv4SM7>

In case you experience a documented emergency situation that prevents you from submitting the homework assignment before its due date, please email the instructor before the homework’s due date is over and include the document(s) that confirm that situation: you will then receive an adequate extension to submit the assignment. For a list of cases that are considered emergency situations, see the following section below: [Missing an Exam Due To Emergency](#).

Important: If you will be working at job shifts or take part in extra-curricular activities of any sort that prevent you from submitting required/graded course assignments on time, or if you consider applying for and landing a job during the semester that will prevent you from submitting assignments on time, you **won't** be accommodated (i.e., no time extension or excuse from submitting an assignment will be granted,) so please swap this course with a different course that fits your schedule.

In the homework assignments, you will usually create Word, PowerPoint, Excel, and Access files based on given instructions. **Each assignment must be completed individually unless otherwise noted in the assignment itself.**

Comments that the instructor submits while grading a homework assignment are intended to help you understand the aspects in which the assignment ached and those needing more attention. Please take your time to read the comments, which will help you in completing future assignments and exams successfully.

Note that a relatively large percentage of the course grade is given to homework. This is because practice is the most efficient way for you to deeply understand the material taught in our class. It is highly recommended to spend sufficient time for completing those assignments, for this will make your studying for the midterm and final exams much easier!

IMPORTANT: While you are working on an assignment, please press the “Save” button oftenwise. If you don't save your work frequently, a sudden electricity outage or any other incident that could turn your computer off will cause your recent, unsaved work to be erased. To make things even more convenient, you could use the **Ctrl + s** or **Cmd + s** keyboard shortcut to save your work fast. This will prevent you from searching for the “Save” button every time you need to save your work.

IMPORTANT: When you are working on a computer outside of home (such as in a smart classroom or in the college's library,) you must save your work to either a flash drive you bring from home (what people tend to call ‘USB’), Dropbox, Google Drive, or send the files to yourself via e-mail. If you don't save your work to external storage, **all** your added/created files will be permanently deleted! Later, you could either copy the work to your computer at home or access your work again on a campus computer.

2.4 Midterm Exam and Final Exam:

- The midterm and the final will be held in-person.
- Please view the dates, times, and locations of the exams in the [Schedule](#) section below.
- At least a week before an exam, you will be given a preparation guide that will explain what topics the exam includes, the types of questions the exam will have, how to take the exam, and what aid materials you are allowed/disallowed to use during the exam.
- The instructor will also post sample exams and solutions to them on Brightspace.
- The final exam is NOT cumulative, and it will test you on everything that we cover *after* the midterm exam.

- An exams might contain extra credit questions at its end. Answering an extra credit question correctly will grant you the points indicated next to that question on the exam sheet as a bonus. The extra credit points will be counted towards the grade of the exam.

2.4.1 Missing an Exam Due To Emergency:

If you must miss an exam due to a serious documented emergency reason, such as an illness, religious observance, family emergency/event of a first-degree relative and grandparents/grandchildren, or having two other exams on that day, please contact the instructor by e-mail at miriam.briskman@brooklyn.cuny.edu at least 3 hours before the start time of the exam to schedule a make-up exam on a day/time convenient to you. Talking to the instructor in class or during office hours is not enough because she must keep a written note of your request.

In your email, attach documents confirming your emergency situation (examples: a signed and dated letter from a physician, hospital, or ER containing a full description of the medical situation you are encountering that prevents you from taking the exam in case of an illness; signed and dated positive results of a PCR or another blood antibody test done in a medical facility in case of the flu or COVID-19; a signed and dated letter from your religious authority in case of a holiday or religious observance; a signed and dated letter from a wedding hall where your first-degree relative has their wedding; an official jury duty summoning letter; your other classes' instructors emailing the instructor directly using their Brooklyn College email addresses in case of 2 other exams you have the same day, etc.) Note that, in certain cases, the instructor might also ask you to physically bring and show her the document that you have chosen to email her in class or the day you arrive on campus to take your make-up exam.

If you do not e-mail the instructor, explaining your emergency reason and attaching supporting documents at least 3 hours prior to the exam's start time, you will receive a grade of 0 for the exam you miss, without exceptions.

For your convenience, below is a non-exhaustive list of examples of situations that are NOT considered serious emergency reasons and, thereby, don't qualify you for taking a make-up exam (you must, in those cases, take the exam on time as listed in the [Schedule](#) section below):

- Regular or follow-up non-emergency doctor's appointments,
- Illnesses for which you can't obtain a letter from a medical provider or ER that fully and clearly describe the medical condition due to which you can't take the exam,
- Home rapid tests for COVID-19, virus, and flu of any kind,
- A holiday that doesn't require major observation/service activities that prevent one from taking an exam,
- A holiday for which you can't obtain a letter from your religious authority,

- Birthday parties of any kind,
- Home-celebrated wedding or engagement parties of any kind,
- Family events of relatives of degree 2 and higher (except grandparents/grandchildren),
- Having just one other exam in another class the same day,
- Vacations or traveling of any kind,
- Flights or trips of any kind (except for your or a first-degree relative's serious, urgent, and non-postponable medical procedure purposes),
- Conferences of any kind,
- Workshops of any kind,
- Interviews, job shifts, side hustles, or other employment schedule conflicts of any kind,
- Extra-curricular activities or volunteering of any kind,
- Forgetting, not seeing, or not noticing that there is an exam that day,
- Confusing the exam time or location, or arriving after an exam's end time,
- An alarm clock that didn't wake you up on time,

and other non-emergency or undocumented situations.

In case you are seeking an excuse from a non-exam lecture, note that a regular or follow-up doctor's appointment for which you obtain a letter from your doctor that describes the appointment's reason or experienced medical situation will excuse you from the missed lecture or a late arrival the same day you had the appointment, for up to 3 excused absences/lateness instances throughout the semester.

2.4.2 A Few Words on Cheating:

Cheating is the **illegal** act of copying from a classmate, from the internet, or from any other source to which you are not permitted to refer while working on an assignment, and submitting what you copied as your own answer, or letting someone else copy from your answers. If your instructor notices that you cheat on any of the assignments or exams, she is required to report your misbehaving to the college, and you will receive a score of 0 for that exam or assignment. Please view the [Brooklyn College Policy on Academic Integrity](#) section below for more information about the college's attitude towards this crime.

2.5 Extra Credit:

As part of the Participation requirement, even those polls answered incorrectly are counted towards the participation requirement. Now, for every 4 polls that you answer correctly, **1** extra credit point will be added to your course grade! You can get up to **5** points in this extra credit opportunity alone. This could have a positive impact on your course's letter grade. [Example: If Alice answered 45 poll questions correctly out of the 50 polls to which she responded, and got a course grade of 95, which is A in our course, she will get full 15% for the Participation requirement, and will also get 4.5 points added to her course grade, turning it into $95 + 4.5 = 99.5$, which is A+ in our course.]

3 How to Succeed in This Course?

- **Be Present on Lectures.** Being present during lectures is highly correlated with doing well in class. A great deal of essential information is available only during lectures, such as information about the imminent exams or some hints on the homework assignments. Moreover, the only way to take a poll is if you are actually present in the lecture. Also, you can ask questions on what you find unclear, which will help in understanding the subject.
- **Visit Office Hours.** Many questions rise outside of class, such as while studying for an exam or when preparing homework answers. Furthermore, students might want to sharpen some of the topics covered in class. Office hours are best for addressing this! Please refer to the [Details](#) section at the top of this syllabus to find the regular office hours scheduled for the semester. The instructor will notify you when additional, non-regular office hours will be held. Likewise, she will notify you if/when particular regular office hours are canceled. There is no need to e-mail before joining an office hours session. If you wish to visit office hours but cannot make it to the regular ones, please e-mail the instructor to schedule an appointment (either in-person or online) at a time convenient to you.

If you wish to join an online office hours session on Zoom, log into Brightspace, click on our class's link, click on **Content** and then on **Office Hours** on the left-hand side menu. The page that opens will contain a link; click this link to access the office hours session.

If you notice that the instructor is late for more than 10 minutes after the office hours session began, please send the instructor an email right away to remind the instructor! :)

- **Do the Homework Assignments.** This will give you a great practice of the learned topics and help you prepare for the exams. Homework assignments directly reflect what we learned in class, and you are welcome to ask questions about homework during class, office hours, or by e-mail.
- **Study for Exams.** In the present, exams are one of the *only* ways to assess how well one understands a subject (humanity is yet to invent super-microwave-telepathic

devices that can help with this task.) Therefore, our exams are of a considerable portion of the class's grade.

Find out what is the best strategy for you to prepare for an exam. Do you like writing notes and summaries of the material? Studying in groups or talking about what you learned with friends? Re-doing some of the homework questions for practice? A combination of several strategies?

- **Keep an Eye on the Calendar and Due Dates.** One trait that many successful students have is organization and time management. Keeping notes about all the homework due dates, days when exams are scheduled, and other important academic information could greatly assist you in planning your studies. To assist you with this task, you should regularly refer to the [Important Dates](#) and [Schedule](#) sections below.
- **Always Ask Questions!** If you feel that something we discuss is confusing or unclear, or if you think a clarification could make things better, do not hesitate to ask! In fact, there is a high chance that some of your friends in class have the exact same question as yours, so you should never assume that a question is “too stupid” to ask – there are NO stupid questions!

You can also email the instructor at miriam.briskman@brooklyn.cuny.edu. If she doesn't do not respond to you within 24 – 48 hours, between 12 pm to 9:30 pm (Yes! She will reply to your questions on weekends whenever she can,) from the time you sent the email, you might want to re-send your e-mail since it might have reached SPAM or otherwise lost.

When you write e-mails, please include the class's code (CISC 1050), section (MW2), and a few words on what you are writing about in the e-mail message in the **Subject** line of the e-mail. Otherwise, the e-mail will enter SPAM, and the instructor will not be able to see it and respond to you. Please write your name in the body of the email so that the instructor know who is writing. It might sound funny, but students forget to mention who they are while writing an email, even if they had never wrote to the recipient before! :-D

Note that if an issue you are emailing the instructor about is too long or difficult to answer via email, she will let you know that this is the case and will ask you to join an office hours session or make an appointment, during which she will gladly answer your question in a complete, clear, and comprehensive manner.

4 Grades

Students will receive a letter grade for the course according to the following score distribution established by CUNY:

<60	60-62	63-66	67-69	70-72	73-76	77-79	80-82	83-86	87-89	90-92	93+
F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A

A grade of A+ will be granted for numerical grades of 97 or higher after all extra credit points you received are applied to the grade.

5 Important Brooklyn College Policies

5.1 Center for Student Disability Services

The Center for Student Disability Services (CSDS) is committed to ensuring students with disabilities enjoy an equal opportunity to participate at Brooklyn College. In order to receive disability-related academic accommodations students must first be registered with CSDS. Students who have a documented disability or suspect they may have a disability are invited to schedule an interview by calling (718) – 951 – 5538 or emailing

Josephine.Patterson@brooklyn.cuny.edu. If you have already registered with CSDS, email Josephine.Patterson@brooklyn.cuny.edu or testingcsds@brooklyn.cuny.edu to ensure the accommodation email is sent to your professor.

If the CSDS decides that you are eligible for a time extension on exams (such as time-and-a-half or double-time,) you will still take the exam with the rest of the class at the day + time that is listed in the Schedule section below and will be fully accommodated: you will receive the time extension you are eligible for. That is, you won't take the exam at the CSDS test center.

5.2 Nonattendance Because of Religious Beliefs

The Brooklyn College undergraduate Bulletin for the years 2025 – 2026 states:

The New York State Education Law provides that no student shall be expelled or refused admission to an institution of higher education because he or she is unable to attend classes or participate in examinations or study or work requirements on any particular day or days because of religious beliefs. Students who are unable to attend classes on a particular day or days because of religious beliefs will be excused from any examination or study or work requirements. Faculty must make good-faith efforts to provide students absent from class because of religious beliefs equivalent opportunities to make up the work missed; no additional fees may be charged for this consideration.

Based on the description above, if you are incapable of attending a class because of religious observance, you should e-mail the instructor at least 48 hours before that class so that proper accommodations could be made. If this is an exam day, we will schedule a make-up exam when it is convenient to you, and if an assignment is due, the due date will be extended, and the instructor will tell you when the new due date is.

5.3 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 can be found at this site:

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>

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. Students should be aware that faculty may use plagiarism detection software.

This means that if you cheat on a test or assignment, the instructor of this course **MUST file a report which will initiate academic penalties. Additionally, the assignment in which you cheat will get an unfortunate score of 0.**

5.4 Brooklyn College Bereavement Policy

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

<https://www.brooklyn.edu/policies/bereavement/>

5.5 Brooklyn College Library

New student? Returning to campus? Looking for materials for your class or research? Check out the plethora of resources that the Brooklyn College Library is providing to you:

<https://library.brooklyn.cuny.edu/resources/>

You will certainly find something useful there!

5.6 More Information: Bulletin

For more information about the policies of Brooklyn College and other essential information, please refer to the Bulletin, which you can find on the following web-page:

<https://www.brooklyn.edu/registrar/bulletins/>

6 Required Electronic Tools and Resources

6.1 Getting a Microsoft Office Suite

Since this course introduces you to useful computer applications and includes assignment asking you to use these applications, you are required to obtain access to either **Microsoft Office 365, 2019, 2021, or 2024**. You could also use **Office 2016** as well.

CUNY recently began to provide FREE access to Microsoft Office 365 and Office 2016 for all its students.

Click the link below to enter the Google Forms guide at <https://forms.gle/UbJMGRxcMACMBcaU6> for detailed instructions on how to get one of these Office versions, regardless of the computer system you have!

The Google Forms guide has many screenshots in it, which you may find helpful!

This same guide is also available on Brightspace under **Content → Textbook & Guides → Guides**.

6.2 Brightspace

You will be using **Brightspace** (<https://brightspace.cuny.edu>) where you will find assignments, sample exams, answers to exams, and other helpful resources such as YouTube videos or websites. You will submit your homework assignments directly on Brightspace.

If you have any trouble with your Brightspace account, please refer to the following Brooklyn College Library page, where you can find contact information for technical help on Brightspace (and other helpful resources:)

<https://libguides.brooklyn.cuny.edu/accounts/brightspace>

Brooklyn College created a Student User Guide on Brightspace here:

<https://libguides.brooklyn.cuny.edu/brightspace/home>

and City College compiled some helpful Brightspace guides here:

<https://www.ccny.cuny.edu/it/brightspaceguides>

Brightspace is the chosen tool for this class since all the necessary materials will be provided there, in one place. Moreover, each time you submit an assignment, Brightspace sends you an automatic e-mail notification stating that the work was successfully submitted. If you receive no such e-mail notification, something in the submission process went wrong, and you **MUST** resubmit your assignment. Emails, on the other hand, may not be delivered at all, unless the instructor replies to you. **So, don't submit assignments by email!**

6.3 Accessing Your College Student Email Address

You will regularly receive Brightspace Notifications and emails to your college email address. View the 3-min Google Forms guide at

<https://forms.gle/4SUd4aVcht7fzoVV6>

to find out how to access this mailbox and never miss an important college emails and notifications that are sent to you from other classes you are taking.

6.4 What If You Don't Have a Computer / Internet at Home?

See the following guide about getting free internet service and visiting and using the computers of the Computer Lab on the Brooklyn College campus that recently re-opened:

https://www.sci.brooklyn.cuny.edu/~briskman/guides/Computer_Internet_Services.pdf

7 Important Dates

August 28 (Fr): Start of Fall 2026 Term

August 31 (Mo): First lecture of CISC 1050, section MW2

September 03 (Th): Registrar drops everyone waitlisted for Fall 2026 courses

September 03 (Th): Last day to add a course

September 07 (Mo): Labor Day: College Closed

September 11 – 13 (Fr – Su): No classes scheduled

September 18 (Fr): Grade of W is assigned for officially withdrawing from a course

September 21 (Mo): No classes scheduled

October 12 (Mo): Columbus Day: College Closed

October 13 (Tu): Conversion Day: Classes follow Monday schedule

November 06 (Fr): Last day to withdraw from a course with a grade of W

November 08 (Su): No classes scheduled

November 25 (We): Thanksgiving Eve: No classes scheduled

November 26 – 27 (Th – Fr): Thanksgiving: No classes scheduled

November 28 (Sa): Thanksgiving: No classes scheduled

December 14 (Mo): Last day of classes!

December 15 – 21 (Tu – Mo): Week of Final Examinations for the Fall 2026 Term

Please refer to the Brooklyn College Academic Calendar for the Fall 2026 semester to view other important dates not mentioned above:

<https://www.brooklyn.edu/registrar/academic-calendars/#fall>

8 Schedule

Note that the schedule below is tentative; if changes are made, the instructor will notify you and will post the updated syllabus/schedule on Brightspace.

All assignments, excluding the exams, are due at 11:59 PM EST, on Brightspace.

Week	Date	Topics, Exams, and Assignment Deadlines
1	08/31 (Mo)	Welcome! Syllabus Review • Read the Abridged Syllabus <u>before</u> this lecture
	09/02 (We)	Chapter 1: Intro to Computers • Read Chapter 1's Lecture Notes <u>before</u> this lecture
2	09/07 (Mo)	College Closed: No CISC 1050, MW2 lecture!
	09/09 (We)	Chapter 2: Internet Research • Read Chapter 2's Lecture Notes <u>before</u> this lecture

Week	Date	Topics, Exams, and Assignment Deadlines
3	09/14 (Mo)	Chapter 3: Word, Basic Skills • Read Chapter 3's Lecture Notes, pages 1 – 5 <u>before</u> this lecture • Homework 1 on Chapter 1 due
	09/16 (We)	Chapter 3: Word, Basic Skills – Cont' • Read Chapter 3's Lecture Notes, pages 6 – 11 <u>before</u> this lecture
4	09/21 (Mo)	No classes scheduled: No CISC 1050, MW2 lecture!
	09/23 (We)	Chapter 4: Word, Intermediate Skills • Read Chapter 4's Lecture Notes, pages 1 – 9 <u>before</u> this lecture
5	09/28 (Mo)	Chapter 4: Word, Intermediate Skills – Cont' • Read Chapter 4's Lecture Notes, pages 10 – 19 <u>before</u> this lecture • Homework 2 on Chapter 2 due
	09/30 (We)	Chapter 5: Word, Advanced Skills • Read Chapter 5's Lecture Notes, pages 1 – 11 <u>before</u> this lecture
6	10/05 (Mo)	Chapter 5: Word, Advanced Skills – Cont' • Read Chapter 5's Lecture Notes, pages 12 – 16 <u>before</u> this lecture • Homework 3 on Chapter 3 due
	10/07 (We)	Chapter 6: PowerPoint, Basic Skills • Read Chapter 6's Lecture Notes, pages 1 – 11 <u>before</u> this lecture
7	10/12 (Mo)	College Closed: No CISC 1050, MW2 lecture!
	10/13 (Tu)	Conversion Day: We have a lecture today! Chapter 6: PowerPoint, Basic Skills – Cont' • Read Chapter 6's Lecture Notes, pages 12 – 21 <u>before</u> this lecture • Homework 4 on Chapter 4 due
8	10/14 (We)	Chapter 7: PowerPoint, Intermediate Skills • Read Chapter 7's Lecture Notes, pages 1 – 9 <u>before</u> this lecture
9	10/19 (Mo)	Chapter 7: PowerPoint, Intermediate Skills – Cont' • Read Chapter 7's Lecture Notes, pages 10 – 14 <u>before</u> this lecture • Homework 5 on Chapter 5 due
	10/21 (We)	Chapter 8: PowerPoint, Advanced Skills • Read Chapter 8's Lecture Notes, pages 1 – 8 <u>before</u> this lecture
10	10/26 (Mo)	Chapter 8: PowerPoint, Advanced Skills – Cont' • Read Chapter 8's Lecture Notes, pages 9 – 17 <u>before</u> this lecture • Homework 6 on Chapter 6 due
	10/28 (We)	Chapter 9: Excel, Basic Skills • Read Chapter 9's Lecture Notes, pages 1 – 4 <u>before</u> this lecture

Week	Date	Topics, Exams, and Assignment Deadlines
11	11/02 (Mo)	Chapter 9: Excel, Basic Skills – Cont’ • Read Chapter 9’s Lecture Notes, pages 5 – 7 <u>before</u> this lecture • Homework 7 on Chapter 7 due
	11/04 (We)	Midterm Exam: 02:15 PM – 03:30 PM, at the West End Building (WEB), Room 105 (on floor 1)
12	11/09 (Mo)	Chapter 10: Excel, Intermediate Skills • Read Chapter 10’s Lecture Notes, pages 1 – 9 <u>before</u> this lecture • Homework 8 on Chapter 8 due
	11/11 (We)	Chapter 10: Excel, Intermediate Skills – Cont’ • Read Chapter 10’s Lecture Notes, pages 10 – 15 <u>before</u> this lecture
13	11/16 (Mo)	Chapter 11: Excel, Advanced Skills • Read Chapter 11’s Lecture Notes, pages 1 – 4 <u>before</u> this lecture • Homework 9 on Chapter 9 due
	11/18 (We)	Chapter 11: Excel, Advanced Skills – Cont’ • Read Chapter 11’s Lecture Notes, pages 5 – 9 <u>before</u> this lecture
14	11/23 (Mo)	Chapter 12: Access, Basic Skills • Read Chapter 12’s Lecture Notes, pages 1 – 6 <u>before</u> this lecture • Homework 10 on Chapter 10 due
	11/25 (We)	No classes scheduled: No CISC 1050, MW2 lecture!
15	11/30 (Mo)	Chapter 12: Access, Basic Skills – Cont’ • Read Chapter 12’s Lecture Notes, pages 7 – 11 <u>before</u> this lecture • Homework 11 on Chapter 11 due
	12/02 (We)	Chapter 13: Access, Intermediate Skills • Read Chapter 13’s Lecture Notes, pages 1 – 5 <u>before</u> this lecture
16	12/07 (Mo)	Chapter 13: Access, Intermediate Skills – Cont’ • Read Chapter 13’s Lecture Notes, pages 6 – 10 <u>before</u> this lecture • Homework 12 on Chapter 12 due
	12/09 (We)	Chapter 14: Access, Advanced Skills • Read Chapter 14’s Lecture Notes, pages 1 – 7 <u>before</u> this lecture
17	12/14 (Mo)	Chapter 14: Access, Advanced Skills – Cont’ • Read Chapter 14’s Lecture Notes, pages 8 – 14 <u>before</u> this lecture • Homework 13 on Chapter 13 due
Finals	TBA	Final Exam: TBA, at the West End Building (WEB), Room 105 (on floor 1) 1 Extra Credit assignment due, worth 2 course grade points: • Homework 14 on Chapter 14 due

– End of CISC 1050 Syllabus –