

Syllabus: Introduction to Computer Applications

Contents

1	Details	2
1.1	Course Description	2
1.2	Course Objectives	2
2	Grading Components	3
2.1	Online Readings:	3
2.2	Online Quizzes:	3
2.3	Homework:	4
2.4	Midterm Exam and Final Exam:	5
2.4.1	Missing an exam or assignment due to an excused reason:	5
2.4.2	A Few Words on Cheating:	6
2.5	Extra Credit:	6
3	How to Succeed in This Course?	6
4	Grades	7
5	Important Brooklyn College Policies	8
5.1	Center for Student Disability Services	8
5.2	Nonattendance Because of Religious Beliefs	8
5.3	Brooklyn College Policy on Academic Integrity	8
5.4	Brooklyn College Bereavement Policy	9
5.5	Brooklyn College Library	9
5.6	More Information: Bulletin	9
6	Required Electronic Tools and Resources	9
6.1	Getting a Microsoft Office Suite	9
6.2	Blackboard	9
6.3	Accessing Your Brooklyn College Student Email Address	10
6.4	What If You Don't Have a Computer / Internet at Home?	10
7	Important Dates	11
8	Schedule	11



This work by [Miriam Briskman](#) is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#).

1 Details

Course & Section:	<i>Introduction to Computer Applications</i> , CISC 1050, NETB
Learning Mode:	Asynchronous: Studying at your own pace while submitting assignments by their scheduled due date online. Only the midterm and final exams are in-person.
Instructor:	Miriam Briskman
E-mail:	briskman@sci.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 Blackboard. Alternatively, please email me to schedule an appointment.
Course Materials:	[Free] <i>Computer Applications for Managers</i> , by Lumen Learning. Link: https://courses.lumenlearning.com/wm-computerapplicationsmgrs-2/ . <hr/> Note: This course uses only free, open-source materials.
Prerequisites:	None
Tools/Resources:	Blackboard; One of Microsoft Office 365, 2016, 2019, or 2021

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 and 2016/19/21, 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:

Online Readings	15%
Online Quizzes	10%
Homework	20%
Midterm	25%
Final	30%
Extra Credit	4%

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

2.1 Online Readings:

In this course, you will interact with a digital learning platform instead of a traditional textbook. The platform provides your course materials and readings assignments digitally inside Blackboard, so you don't have to manually install it; it comes ready inside Blackboard once you log in.

Each week, you will be reading the portion of the course material associated with that week. Readings are assignments you should complete after watching the recorded video(s) posted on Blackboard that correspond to the learned topic, and the due date of each reading assignment is listed in the [Schedule](#) section below. Since you will watch the posted video before proceeding to the readings, you'll find these assignments familiar, light, and fun.

The purpose of online readings is to provide you with an opportunity to refresh your memory before doing homework assignments, and to let you practice your knowledge via ungraded, self-check questions embedded inside each reading. When you browse through all the sections inside each reading and answer the self-check questions, that reading will be automatically graded on Blackboard, giving you full points. All the semester's reading assignments combined are worth 15% of your final grade.

If you wish to keep a copy of all the readings after the semester is over, you can download "Textbook [PDF file]" on Blackboard under "Course Documents".

The 8-min Google Forms guide at the following link thoroughly illustrates the procedure of completing Online Readings, and may answer many of your questions:

<https://forms.gle/uWhUbZhNmc8VFLaD8>

2.2 Online Quizzes:

Quizzes are there to help you learn! After completing a reading, take the respective Online Quiz, which you can find within the corresponding topic's folder on Blackboard. Such a quiz always begins with the words "Online Quiz." Each quiz will contain up to 8 multiple-choice questions.

Quizzes are “open-book”, so you can consult and read any material you wish, including the readings themselves or the internet, while attempting a quiz. Each quiz attempt is limited to 60 minutes, which is plenty of time, given that the average number of questions per quiz is around only 5.

You can take each quiz three times, with the highest score becoming your quiz grade. Blackboard will show the score you earned immediately, and the correct answers after the due date is over. A quiz cannot be submitted after the due date (Blackboard won't let you attempt the quiz.) You can view all the due dates in the [Schedule](#) section below. The quizzes altogether are worth 10% of the final grade.

To receive full 10% under the ‘Online Quizzes’ requirement, **you should correctly answer 40 questions across all quizzes assigned throughout the semester.** The good news is that, if you answer more than 40 questions correctly, you will receive bonus points! See more details in the [Extra Credit](#) section below.

To learn how to view or submit quizzes, please view the following picture-full 6-min Google Forms guide:

<https://forms.gle/aNiZy8gxwptqk1VB9>

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 Blackboard. 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. I will grade each homework manually within a week or two after the due date and post the grade on Blackboard; please log into Blackboard to view your grades, as I 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 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 I submit 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, how to take the exam, and what aid materials you are allowed/disallowed to use during the exam.
- I will also post sample exams and solutions to them on Blackboard.
- The final exam is NOT cumulative, and it will test you on everything that we cover *after* the midterm exam.
- Both exams will contain extra credit questions at their 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 or assignment due to an excused reason:

If you must miss an exam, or cannot submit an assignment on time, due to an excused reason, such as an illness, religious observance, family emergency, or having two other exams on that day, please contact me by e-mail at briskman@sci.brooklyn.cuny.edu as early as you can to schedule a make-up date for an exam, have the due date of a homework or reading assignment extended, or receive full points on a missed quiz. Talking to me during office hours is not enough because I must keep a written note of your request. Please provide documents confirming your situation (a note from a physician in case of an illness, screenshot of the calendar in case of a holiday, etc.) If you do not e-mail me with a reason and proper documents, there will be no other choices but to give a grade of 0 for the exam or take off points for a late assignment submission.

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 I notice that you cheat on any of the assignments or exams, I am 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:

For every 4 quiz questions that you answer correctly beyond the 40 required ones, **1** extra credit point will be added to your final grade! You can get around **4** points in this extra credit opportunity alone. This could have a positive impact on your course's letter grade. [Example: If Alice answered 52 quiz questions correctly in total and got a final grade of 95, she will get full 10% for the Quizzes requirement, and will also get 3 points added to her final grade (due to the 12 questions she answered beyond 40,) turning her final grade into $95 + 3 = 98$.]

3 How to Succeed in This Course?

- **Visit Office Hours, in-person or online.** Many questions rise while studying for an exam or when preparing homework answers. 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. I will notify you when additional, non-regular office hours will be held. Likewise, I 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 me 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 Blackboard Collaborate, log into Blackboard, click on our class's link, click 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 I am late for more than 10 minutes after the office hours session began, please send me an email right away to remind me! :)

- **Do the Homework Assignments.** This will give you a great practice of the learned topics and help you prepare for the exams. You are welcome and even encouraged to ask questions about homework during office hours or by e-mail.
- **Study for Exams.** In the present, exams are the *only way* to assess how well one understands a subject (I have yet heard of 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 due dates for homework, 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 a discussed topic is confusing or unclear, or if you think a clarification could make things better, do not hesitate to ask during office hours! Never assume that a question is “too stupid” to ask – there are NO stupid questions!

You can also email me at briskman@sci.brooklyn.cuny.edu. If I do not respond to you within 24 – 48 hours, between 12 pm to 9:30 pm (Yes! I will reply to your questions on weekends whenever I 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 (NETB), 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 I will not be able to see it and respond to you. Please write your name in the body of the email so that I 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 me about is too long or difficult to answer via email, I 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 I 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.

5.2 Nonattendance Because of Religious Beliefs

The Brooklyn College undergraduate Bulletin for the years 2023 – 2024 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 unable to submit an assignment on time or take an exam because of religious observance, you should e-mail me at least 48 hours before that date 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 I 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, I 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, or 2021**. You could also use **Office 2016** as well.

CUNY recently began to provide FREE access to Microsoft Office 365 or 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 Blackboard under **Course Documents** → **Guides**.

6.2 Blackboard

You will be using **Blackboard** (<https://bbhosted.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 Blackboard.

Check out how to view or change the email address through which all your Blackboard emails and communication view section 1 of the guide at:

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

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

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

Blackboard provides a Students' Quick Start tutorial at the link below:

https://help.blackboard.com/Learn/Student/Quick_Start

and some helpful YouTube videos below:

<https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

Blackboard 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, Blackboard 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 Brooklyn College Student Email Address

The copies of all of our Blackboard Notifications will also be sent to your `bcmail` college email address, too (besides being sent to the email address you got on Blackboard.) View the **Frequently Asked Questions** on pages 2 and 3 of the guide at

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

to find out how to access this `bcmail` address.

Being aware of this address will prevent skipping important college emails and sometimes Blackboard Notifications that might be sent to you also from the 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 (We): Start of Fall 2024 Term

September 1 (Su): First lecture of CISC 1050, section NETB

September 02 (Mo): Labor Day: College Closed

September 03 (Tu): Registrar drops everyone waitlisted for Fall 2024 courses

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

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

October 02 – 04 (We – Fr): No classes scheduled

October 11 – 12 (Fr – Sa): No classes scheduled

October 14 (Mo): Columbus Day: College Closed

October 15 (Tu): Conversion Day: Classes follow Monday schedule

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

November 27 (We): Conversion Day: Classes follow Friday schedule

November 28 – 29 (Th – Fr): Thanksgiving: No classes scheduled

November 30 – December 01 (Sa – Su): Thanksgiving: No classes scheduled

December 14 (Sa): Last day of classes!

December 15 – 21 (Su – Sa): Week of Final Examinations for the Fall 2024 Term

Please refer to the Brooklyn College Academic Calendar for the Fall 2024 semester to view other important dates not mentioned above:

https://www.brooklyn.edu/events/tag/Fall-2024-main-academic-calendar/list/?tribe_organizers%5B0%5D=8878

8 Schedule

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

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

Week	Date	Topics, Exams, and Assignment Deadlines
1	09/01 (Su)	Welcome! Chapters 1 & 2: Intro to Computers, Internet Research
2	09/08 (Su)	Chapter 3: Word, Basic Skills <ul style="list-style-type: none"> • Online Reading, Quiz, and Homework 1 & 2 on Chapters 1 & 2 due
3	09/15 (Su)	Chapter 4: Word, Intermediate Skills <ul style="list-style-type: none"> • Online Reading, Quiz, and Homework 3 on Chapter 3 due
4	09/22 (Su)	Chapter 5: Word, Advanced Skills <ul style="list-style-type: none"> • Online Reading, Quiz, and Homework 4 on Chapter 4 due
5	09/29 (Su)	Chapter 6: PowerPoint, Basic Skills <ul style="list-style-type: none"> • Online Reading, Quiz, and Homework 5 on Chapter 5 due

Week	Date	Topics, Exams, and Assignment Deadlines
6	10/06 (Su)	Chapter 7: PowerPoint, Intermediate Skills • Online Reading, Quiz, and Homework 6 on Chapter 6 due
7	10/13 (Su)	Chapter 8: PowerPoint, Advanced Skills • Online Reading, Quiz, and Homework 7 on Chapter 7 due
8	10/20 (Su)	Chapter 9: Excel, Basic Skills • Online Reading, Quiz, and Homework 8 on Chapter 8 due
9	10/27 (Su)	Midterm Exam: 02:15 PM – 03:30 PM, at the Ingersoll Hall Extension (IA), Room 130 (on floor 1)
10	11/03 (Su)	Chapter 10: Excel, Intermediate Skills • Online Reading, Quiz, and Homework 9 on Chapter 9 due
11	11/10 (Su)	Chapter 11: Excel, Advanced Skills • Online Reading, Quiz, and Homework 10 on Chapter 10 due
12	11/17 (Su)	Chapter 12: Access, Basic Skills • Online Reading, Quiz, and Homework 11 on Chapter 11 due
13	11/24 (Su)	Chapter 13: Access, Intermediate Skills • Online Reading, Quiz, and Homework 12 on Chapter 12 due
14	12/01 (Su)	Thanksgiving: No classes scheduled, No CISC 1050, NETB activities!
15	12/08 (Su)	Chapter 14: Access, Advanced Skills • Online Reading, Quiz, and Homework 13 on Chapter 13 due
Finals	12/15 (Su)	Final Exam: 02:00 PM – 04:00 PM, at the Ingersoll Hall Extension (IA), Room 130 (on floor 1) 3 Extra Credit assignments due (each is worth 2 final grade points:) • Online Reading, Quiz, and Homework 14 on Chapter 14 due

– End of CISC 1050 Syllabus –