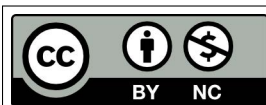


Abridged Syllabus: Introduction to Computer Applications

Contents

| | | |
|----------|---|----------|
| 1 | Details | 2 |
| 1.1 | Course Description | 2 |
| 1.2 | Course Objectives | 2 |
| 2 | Grading Components | 3 |
| 3 | Grades | 3 |
| 4 | Important Brooklyn College Policies | 3 |
| 4.1 | Keeping Our Community Safe | 3 |
| 4.2 | Center for Student Disability Services | 3 |
| 4.3 | Nonattendance Because of Religious Beliefs | 4 |
| 4.4 | Brooklyn College Policy on Academic Integrity | 4 |
| 4.5 | Brooklyn College Bereavement Policy | 5 |
| 4.6 | Brooklyn College Library | 5 |
| 4.7 | More Information: Bulletin | 5 |
| 5 | Important Dates | 5 |
| 6 | Schedule | 6 |



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, TR2 |
| Days & Time: | Tuesdays, Thursdays (TuTh), 02:15 PM – 03:30 PM |
| Location: | West End Building, Room 105 (WEB-105 in short) |
| Instructor: | Miriam Briskman |
| E-mail: | briskman@sci.brooklyn.cuny.edu |
| Response Time: | Within 25 hours on weekdays and 29 hours on weekends |
| Office Hours: | Thursdays, 11:00 AM – 12:00 PM, online through Blackboard and at Old Ingersoll, office room 2112b. 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/ . 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 hours; 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 and Microsoft Office 365 and 2016/19/21, which is the office application suite provided by Microsoft Windows.
- Familiarity with Microsoft Windows 10 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 the full version of the 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 | 10% |
| Online Readings | 15% |
| Homework | 20% |
| Midterm | 25% |
| Final | 30% |
| Extra Credit | 5% |

3 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.

4 Important Brooklyn College Policies

4.1 Keeping Our Community Safe

Below (Figure 4.1) is a brochure summarizing Brooklyn College's guidelines regarding Covid-19 and feeling sick. Remember you'll either get full credit for missed assignments or a sufficient extension to submit missing work if you notify me about the situation via email, so don't hesitate to act to keep our community safe!

The link to the **COVID-19 Case Collection Form** is <https://www.brooklyn.cuny.edu/web/about/initiatives/initiatives/return/resources/case-collection-form.php>.

4.2 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 YOU HAVE TESTED POSITIVE FOR COVID-19: STAY HOME.

IF YOU ARE FEELING SICK OR HAVE BEEN EXPOSED TO COVID-19: GET TESTED, THEN STAY HOME.


- 1  Use the **COVID-19 Case Collection Form** to report positive test results, close contact exposure, or symptoms.
- 2 Brooklyn College will contact you with further instructions within 12 to 24 hours.
- 3 Inform your supervisor/professor that you are not feeling well.

Figure 1: Covid-19 Infographic: What to do if you got Covid or feel sick. (Credit: Brooklyn College)

4.3 Nonattendance Because of Religious Beliefs

The Brooklyn College undergraduate Bulletin for the years 2021 – 2022 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 me 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 I will tell you when the new due date is.

4.4 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: <https://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. 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.

4.5 Brooklyn College Bereavement Policy

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

<https://www.brooklyn.cuny.edu/web/about/initiatives/policies/bereavement.php>

4.6 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!

4.7 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.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

5 Important Dates

August 25 (Th): Start of Fall 2022 Term

August 25 (Th): First lecture of CISC 1050, section TR2

August 31 (We): Last day to add a course

September 02 – 04 (Fr – Su): No classes scheduled

September 05 (Mo): Labor Day: College Closed

September 15 (Th): Grade of W is assigned for officially withdrawing from a course

September 26 – 27 (Mo – Tu): No classes scheduled

September 29 (Th): Conversion Day: Classes follow Monday schedule

October 04 – 05 (Tu – We): College Closed: No classes scheduled

October 10 (Mo): College Closed

October 11 (Tu): Holiday: **No CISC 1050, TR2 lecture!** [Our section only!]

October 18 (Tu): Holiday: **No CISC 1050, TR2 lecture!** [Our section only!]

November 24 – 27 (Th – Su): Thanksgiving: No classes scheduled

December 14 (We): Reading Day; Last day to withdraw from a course with a grade of W

December 15 – 21 (Th – We): Week of Final Examinations for the Fall 2022 Term

Please refer to the Brooklyn College Academic Calendar for the Fall 2022 semester to view other important dates not mentioned above:

<https://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins/fall22/calendar.php>

6 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 | 08/25 (Th) | Welcome! Syllabus Review |
| 2 | 08/30 (Tu) | Chapter 1: Intro to Computers |
| | 09/01 (Th) | Chapter 2: Internet Research |
| 3 | 09/06 (Tu) | Chapter 3: Word, Basic Skills • Online Reading and Homework 1 on Chapter 1 due |
| | 09/08 (Th) | Chapter 3: Word, Basic Skills – Cont' |
| 4 | 09/13 (Tu) | Chapter 4: Word, Intermediate Skills • Online Reading and Homework 2 on Chapter 2 due |
| | 09/15 (Th) | Chapter 4: Word, Intermediate Skills – Cont' |
| 5 | 09/20 (Tu) | Chapter 5: Word, Advanced Skills • Online Reading and Homework 3 on Chapter 3 due |
| | 09/22 (Th) | Chapter 5: Word, Advanced Skills – Cont' |
| 6 | 09/27 (Tu) | No classes scheduled: No CISC 1050, TR2 lecture! |
| | 09/29 (Th) | Conversion Day: No CISC 1050, TR2 lecture! |
| 7 | 10/04 (Tu) | College Closed: No CISC 1050, TR2 lecture! |
| | 10/06 (Th) | Chapter 6: PowerPoint, Basic Skills |
| 8 | 10/11 (Tu) | Holiday: No CISC 1050, TR2 lecture! [Our section only!] Video posted on Chapter 6: PowerPoint, Basic Skills – Cont' • Online Reading and Homework 4 on Chapter 4 due |
| | 10/13 (Th) | Chapter 7: PowerPoint, Intermediate Skills |

| Week | Date | Topics, Exams, and Assignment Deadlines |
|-------------|------------|--|
| 9 | 10/18 (Tu) | Holiday: No CISC 1050, TR2 lecture! [Our section only!] Video posted on Chapter 7: PowerPoint, Intermediate Skills – Cont’ • Online Reading and Homework 5 on Chapter 5 due |
| | 10/20 (Th) | Chapter 8: PowerPoint, Advanced Skills |
| 10 | 10/25 (Tu) | Chapter 8: PowerPoint, Advanced Skills – Cont’ • Online Reading and Homework 6 on Chapter 6 due |
| | 10/27 (Th) | Chapter 9: Excel, Basic Skills |
| 11 | 11/01 (Tu) | Chapter 9: Excel, Basic Skills – Cont’ • Online Reading and Homework 7 on Chapter 7 due |
| | 11/03 (Th) | Midterm Exam: 02:15 PM – 03:30 PM, at WEB, Room 105 |
| 12 | 11/08 (Tu) | Chapter 10: Excel, Intermediate Skills • Online Reading and Homework 8 on Chapter 8 due |
| | 11/10 (Th) | Chapter 10: Excel, Intermediate Skills – Cont’ |
| 13 | 11/15 (Tu) | Chapter 11: Excel, Advanced Skills • Online Reading and Homework 9 on Chapter 9 due |
| | 11/17 (Th) | Chapter 11: Excel, Advanced Skills – Cont’ |
| 14 | 11/22 (Tu) | Chapter 12: Access, Basic Skills • Online Reading and Homework 10 on Chapter 10 due |
| | 11/24 (Th) | Thanksgiving: College Closed, No CISC 1050, TR2 lecture! |
| 15 | 11/29 (Tu) | Chapter 12: Access, Basic Skills – Cont’ • Online Reading and Homework 11 on Chapter 11 due |
| | 12/01 (Th) | Chapter 13: Access, Intermediate Skills |
| 16 | 12/06 (Tu) | Chapter 13: Access, Intermediate Skills – Cont’ • Online Reading and Homework 12 on Chapter 12 due |
| | 12/08 (Th) | Chapter 14: Access, Advanced Skills |
| 17 | 12/13 (Tu) | Chapter 14: Access, Advanced Skills – Cont’ • Online Reading and Homework 13 on Chapter 13 due • Final Exam Preparation/Review |
| Reading Day | 12/14 (We) | No CISC 1050, TR2 lecture! |
| Finals | 12/15 (Th) | Final Exam: 01:00 PM – 03:00 PM, at WEB, Room 105 2 Extra Credit assignments due (each is worth 2 final grade points): • Online Reading and Homework 14 on Chapter 14 due |

– End of CISC 1050 Abridged Syllabus –