

Abridged Syllabus: Introduction to Computer Applications

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1 Details

Course & Section:	<i>Introduction to Computer Applications</i> , CISC 1050, TR8
Days & Time:	Tuesdays and Thursdays (TuTh), 08:00 AM – 09:15 AM
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:	Tuesdays, 09:30 AM – 10:30 AM (15 minutes after end of class) at New Ingersoll, Room 128 (1st Floor) or by appointment. Please e-mail me to schedule an appointment.
Textbook:	[Recommended; can be purchased for only \$25 on Blackboard.] <i>Computer Applications (Waymaker Bundle) Access Code</i> , by Lumen Learning, ISBN: 978-1-640-87071-0. Bookstore Link: https://brooklyn.textbookx.com/institutional/index.php?action=browse#/books/3035078/
Prerequisites:	None
Tools/Resources:	Blackboard; 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. (from CUNYFirst)

1.2 Course Objectives

In this class, you will:

- Interact with Microsoft Windows 10 and Microsoft Office 365 and 2016/19/21, which is the office application suite provided by Microsoft Windows.
- Become familiar with Microsoft Windows 10 computing concepts and the Microsoft Office Word, PowerPoint, Excel, and Access applications.
- Learn how to apply the obtained knowledge of the Microsoft Office suite to academic and professional projects.
- Practice independently searching for and verbally expressing 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 get full credit for all missed assignments 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 currently working remotely. 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 testingcsds@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.

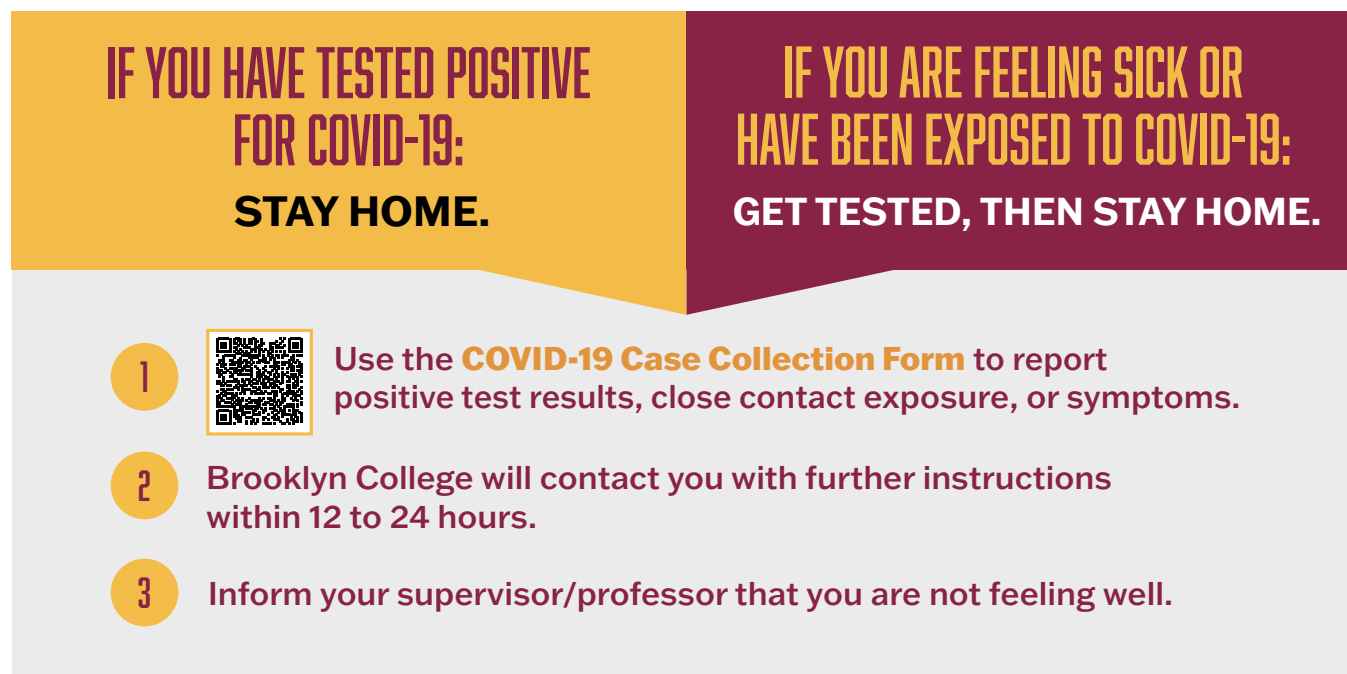


Figure 1: Covid-19 Infographic: What to do if you got Covid or feel sick.

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/lab 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.

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 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

January 28 (Fri): Start of Spring 2022 Term

February 01 (Tue): First lecture of CISC 1050, section TR8

February 03 (Thu): Last day to add a course

February 08 (Tue): Classes follow Friday schedule

February 11–13 (Fri–Sun): College Closed

February 18 (Fri): Grade of W is assigned for officially withdrawing from a course

February 21 (Mon): Presidents Day: College Closed

April 15–22 (Fri–Fri): Spring Recess: College Closed

May 17 (Tue): Last day to withdraw from a course with a grade of W

May 17 (Tue): Reading Day

May 18–24 (Wed–Tue): Week of Final Examinations for the Spring 2022 Term

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

<https://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins/spring22/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. Below, ‘Wk’ stands for ‘Week’.

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

Wk 1	02/01 (Tu)	Welcome! Syllabus Review
	02/03 (Th)	Intro to Computers; Internet Research • Online Reading 0 Due (see Blackboard) (Super short!)
Wk 2	02/08 (Tu)	Conversion Day: No CISC 1050, section TR8 lecture!
	02/10 (Th)	Word, Basic Skills • Online Reading 1 Due • Homework 1 Due
Wk 3	02/15 (Tu)	Word, Basic Skills – Cont’
	02/17 (Th)	Word, Intermediate Skills • Online Reading 2 Due • Homework 2 Due
Wk 4	02/22 (Tu)	Word, Intermediate Skills – Cont’
	02/24 (Th)	Word, Advanced Skills • Online Reading 3 Due • Homework 3 Due
Wk 5	03/01 (Tu)	Word, Advanced Skills – Cont’
	03/03 (Th)	PowerPoint, Basic Skills • Online Reading 4 Due • Homework 4 Due
Wk 6	03/08 (Tu)	PowerPoint, Basic Skills – Cont’
	03/10 (Th)	PowerPoint, Intermediate Skills • Online Reading 5 Due • Homework 5 Due
Wk 7	03/15 (Tu)	PowerPoint, Intermediate Skills – Cont’
	03/17 (Th)	PowerPoint, Advanced Skills • Online Reading 6 Due • Homework 6 Due
Wk 8	03/22 (Tu)	PowerPoint, Advanced Skills – Cont’
	03/24 (Th)	Excel, Basic Skills • Online Reading 7 Due • Homework 7 Due
Wk 9	03/29 (Tu)	Midterm Exam: 08:00 AM – 09:15 AM at WEB, Room 105
	03/31 (Th)	Excel, Basic Skills – Cont’ • Online Reading 8 Due • Homework 8 Due
Wk 10	04/05 (Tu)	Excel, Intermediate Skills
	04/07 (Th)	Excel, Intermediate Skills – Cont’ • Online Reading 9 Due • Homework 9 Due
Wk 11	04/12 (Tu)	Excel, Advanced Skills
	04/14 (Th)	Excel, Advanced Skills – Cont’

		• Online Reading 10 Due • Homework 10 Due
Wk 12	04/19 (Tu)	Spring Recess: No CISC 1050, section TR8 lecture!
	04/21 (Th)	Spring Recess: No CISC 1050, section TR8 lecture!
Wk 13	04/26 (Tu)	Access, Basic Skills
	04/28 (Th)	Access, Basic Skills – Cont' • Online Reading 11 Due • Homework 11 Due
Wk 14	05/03 (Tu)	Access, Intermediate Skills
	05/05 (Th)	Access, Intermediate Skills – Cont' • Online Reading 12 Due • Homework 12 Due
Wk 15	05/10 (Tu)	Access, Advanced Skills
	05/12 (Th)	Access, Advanced Skills – Cont' • Online Reading 13 Due • Homework 13 Due • Final Exam Preparation/Review
Reading Day	05/17 (Tu)	No CISC 1050, section TR8 lecture!
Finals	05/24 (Tu)	Final Exam: 08:00 AM – 10:00 AM at WEB, Room 105 2 Extra Credit assignments due (each is worth 2 final grade points:) • Online Reading 14 Due • Homework 14 Due

– End of CISC 1050 Abridged Syllabus –