Syllabus: Introduction to Computer Applications

Contents

1 Details

Course & Section:	*Introduction to Computer Applications,* 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.] *Computer Applications (Waymaker Bundle) Access Code*, by Lumen Learning, ISNB: 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

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(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 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	10%
Online Readings	15%
Homework	20%
Midterm	25%
Final	30%
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. February 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 loss the ability to take the polls, which represent 10% of your grade (see Participation below.)

Note that our class takes place in-person. If during the semester we move to online (at-home) learning, I'll notify you as soon as possible via a Blackboard announcement and via email and will let you know how we'll meet online.

2.2 Participation:

Participation is mandatory. During a lecture, I will create topic-based **polls** (multiple-choice questions) on the **Poll System website**
https://www.sci.brooklyn.cuny.edu/~briskman/poll_system/studentaccess.
When I tell 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 you poll grades:
https://www.sci.brooklyn.cuny.edu/~briskman/poll_system/tutorial/.

To fulfill the 'participation' requirement, **you should respond to 40 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 me at briskman@sci.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.

The purpose of the polls is to keep you focused on the taught topic and to prepare you for the exams, which will contain related questions.

2.3 Online Readings:

In this course, you will interact with a digital learning platform called **Waymaker** instead of a traditional textbook. Waymaker provides your course materials 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 assigned as homework after the topic is covered in class (you won't read during the lectures,) and the due date of each reading assignment is listed in the Schedule section below. Because we first review a topic before a reading is assigned, 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 10-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

2.4 Homework:

Homework is assigned regularly starting from the 2nd week of classes. 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 section 5 at

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

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 aced 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 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 press the **Ctrl** and **s** keys on your keyboard *at the same time* 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.

2.5   Midterm Exam and Final Exam:

- The midterm will be held in WEB, Room 105, and the final will be held in WEB, Room 105, both in-person.

- Please view the dates and time 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.

- Exams contain only short-answer questions.

- The final exam is NOT cumulative, and it will test you on everything that we cover in class *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.

2.5.1   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, or have the due date of an assignment extended. Talking to me in class is not enough because I must keep a written note of your request. Please provide documents confirming your situation (such as a note from a physician in case of an illness.) 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 assignment.

2.5.2   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 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.

2.6   Extra Credit:

As part of the Participation requirement, even those polls answered incorrectly are counted towards the participation requirement. However, for every 8 polls that you answer correctly, you will **1** extra credit point to your final 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.

2.7   [Optional] Waymaker Access Code:

Our class will be using a digital platform named Waymaker. All the readings are available without any purchase. You can, for your convenience, also download the PDF file containing the text of all the readings from Blackboard, inside Course Documents.

You can, **if you want**, purchase the Waymaker access code from Waymaker's creators, Lumen Learning, to be able to take **optional** practice quizzes.

The purchase options are:

- **On Blackboard:** You can purchase Waymaker with a credit card for \$25 when you access your first Waymaker quiz in this course.

- **Via the Bookstore:** You can purchase a Waymaker access code from Brooklyn College's online bookstore for \$33.

If you decide you want to take the optional practice quizzes, it is recommended that you use the cheaper purchase option above.
Look into page 9 of the following guide for a detailed explanation of how to make the purchase:
https://forms.gle/uWhUbZhNmc8VFLaD8

3 How to Succeed in This Course?

- **Come to Class.** 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. Thirdly, 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. 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 coming to the regular office hours. If you wish to visit office hours but cannot make it to the regular ones, please e-mail me to schedule an appointment at a time convenient to you.

- **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 free to ask questions about homework during class, 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 or doing some additional questions from the book 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 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 think 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 25 hours on weekdays and 29 hours on weekends (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 (TR8), 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! 😄

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 Keeping Our Community Safe

Below (Figure 5.1) 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`.

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.

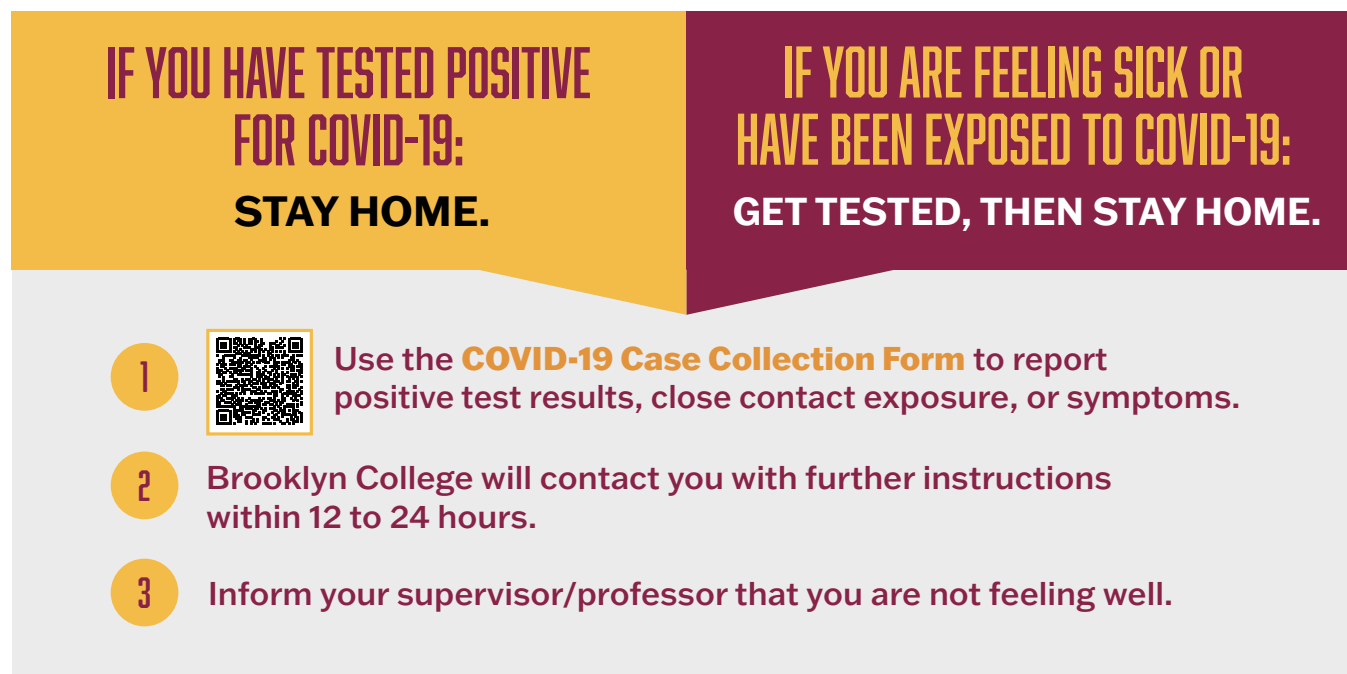3. Inform your supervisor/professor that you are not feeling well.

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

5.2 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.

5.3 Nonattendance Because of Religious Beliefs

The Brooklyn College undergraduate Bulletin for the years $2021 - 2022$ states:

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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.

5.4 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.**

5.5 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`

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.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php`

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 <u>FREE</u> 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   Accessing Your Brooklyn College Student Email Address

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 our how to access this 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.)

6.3   Blackboard

Additionally, 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 assignmentsdirectly 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

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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!**

6.4   Update Your WebCentral Portal Email

Along with Blackboard Notifications, I will also send you bi-weekly emails to the email address on your WebCentral Portal account. Use the guide at

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

to update your email on the WebCentral Portal!

6.5   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

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

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. 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 Syllabus –