Abridged Syllabus: Introduction to Computer Applications

Contents

1   Details

Course & Section:	*Introduction to Computer Applications,* CISC 1050, U0B
Learning Mode:	Asynchronous & Hybrid: 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 25 hours on weekdays and 29 hours on weekends
Office Hours:	Thursdays, 10:00 AM – 11:00 AM, online through Blackboard. Alternatively, please email me to schedule an appointment.
Course Materials:	[Free] *Computer Applications for Managers*, 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

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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.
(Taken from CUNYFirst.)
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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:

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

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:

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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.
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Based on the description above, if you are enable 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.

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 28 (Su): First lecture of CISC 1050, section U0B
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
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	08/28 (Su)	**Welcome!** Chapters 1 & 2: Intro to Computers, Internet Research
2	09/04 (Su)	No classes scheduled: **No CISC 1050, U0B activities!**
3	09/11 (Su)	Chapters 3: Word, Basic Skills • Online Reading, Quiz, and Homework 1 & 2 on Chapters 1 & 2 due
4	09/18 (Su)	Chapters 4: Word, Intermediate Skills • Online Reading, Quiz, and Homework 3 on Chapter 3 due
5	09/25 (Su)	Chapters 5: Word, Advanced Skills • Online Reading, Quiz, and Homework 4 on Chapter 4 due
6	10/02 (Su)	Chapters 6: PowerPoint, Basic Skills • Online Reading, Quiz, and Homework 5 on Chapter 5 due
7	10/09 (Su)	Chapters 7: PowerPoint, Intermediate Skills • Online Reading, Quiz, and Homework 6 on Chapter 6 due
8	10/16 (Su)	Chapters 8: PowerPoint, Advanced Skills • Online Reading, Quiz, and Homework 7 on Chapter 7 due
9	10/23 (Su)	Chapters 9: Excel, Basic Skills • Online Reading, Quiz, and Homework 8 on Chapter 8 due
10	10/30 (Su)	**Midterm Exam: 02:15 PM − 03:30 PM, at Ingersoll Extension (IA), Room 130**
11	11/06 (Su)	Chapters 10: Excel, Intermediate Skills • Online Reading, Quiz, and Homework 9 on Chapter 9 due
12	11/13 (Su)	Chapters 11: Excel, Advanced Skills • Online Reading, Quiz, and Homework 10 on Chapter 10 due

Week	Date	Topics, Exams, and Assignment Deadlines
13	11/20 (Su)	Chapters 12: Access, Basic Skills • Online Reading, Quiz, and Homework 11 on Chapter 11 due
14	11/27 (Su)	Thanksgiving: College Closed, **No CISC 1050, U0B activities!**
15	12/04 (Su)	Chapters 13: Access, Intermediate Skills • Online Reading, Quiz, and Homework 12 on Chapter 12 due
16	12/11 (Su)	Chapters 14: Access, Advanced Skills; Final Exam Review • Online Reading, Quiz, and Homework 13 on Chapter 13 due
Reading Day	12/14 (We)	**No CISC 1050, U0B activities!**
Finals	12/18 (Su)	**Final Exam: 02:00 PM – 04:00 PM, at Ingersoll Extension, Room 130** 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 Abridged Syllabus –