**ESSEX COUNTY COLLEGE**

**Business Division**

**CIS 131 *–* Micro Computers in Business**

**Course Outline**

**Course Number & Name:**  CIS 131 Micro Computers in Business

**Credit Hours:**  3 .0 **Contact Hours:** 3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  None

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: An introduction to personal computers, this course is specifically designed for students who have had some or little experience using the personal computer. The topics covered are designed to prepare the student for further study of computer-related courses and the more immediate word processing assignments in college courses. The class utilizes hands-on lab experiences to ensure that these important computer concepts are thoroughly understood. Included in this course is an overview of the microcomputer applications software package, Microsoft Office 2007. The focus of the course will include an introduction to Windows, Internet Explorer, Microsoft Word, Excel, PowerPoint, Outlook, and Access. [Note: CIS 131 can be used as a free elective.]

**General Education Goals**: CIS 131 is affirmed in the following General Education Foundation Category: **Technical Competency/Information Literacy**. The corresponding General Education Goal is as follows: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. describe and demonstrate common computer literacy skills;
2. explain fundamentals of the internet and perform basic internet skills;
3. apply specific computer skills to manage and present data and graphics; and
4. apply specific computer skills to manage, analyze and interpret spreadsheets that store financial data of different forms of businesses.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Describe and demonstrate common computer literacy skills:
   1. *describe what it means to be computer literate*;
   2. *discuss how computer literacy helps in the job search and in the workplace*;and
   3. *analyze the challenges of computer use in a technological society*
2. Explain fundamentals of the internet and perform basic internet skills:
   1. *describe how data travels on the internet;*
   2. *explain various options of connecting to the internet;*
   3. *utilize different kinds of multimedia files and software found on the internet;*
   4. *research topics ethically and safely using the internet via several search engines and web browsers;*
   5. *communicate through the internet;*
   6. *evaluate the quality of various websites;* and
   7. *manage online annoyances*
3. Apply specific computer skills to manage and present data and graphics**:**
   1. *use the Microsoft Office Fluent user interface to get better results faster;*
   2. *create powerful, dynamic Smart Art diagrams;*
   3. *reuse content easily with Office PowerPoint 2007 Slide Libraries;*
   4. *use custom layouts to assemble presentations more quickly;*
   5. *dramatically modify shapes, text, and graphics with new Smart Art graphics tools and effects;* and
   6. *reduce document sizes and improve file recovery simultaneously*
4. Apply specific computer skills to manage, analyze and interpret spreadsheets that store financial data of different forms of businesses:
   1. *share spreadsheets more securely with others;*
   2. *ensure that an organization works with the most current business information;*
   3. *reduce the size of spreadsheets and improve damaged file recovery simultaneously;* and
   4. *use the charting engine in Office Excel 2007 to communicate the analysis in professional-looking charts*

**Methods of Instruction**: Instruction will consist of lectures, web/computer assignments, and class discussions.

**Outcomes Assessment:** Quiz, test and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The results of this data analysis are used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Complete assigned work.

3. Take part in class discussions.

4. Take all quizzes, tests and the final exam as scheduled.

**Methods of Evaluation:** Final course grades will be computed as follows:

**% of**

**Grading Components final course grade**

* **Attendance/Participation 0 – 10%**

Attendance and participation shows commitment and interest in microcomputer applications in business.

* **Assigned work** -Connect assignments (dates specified by the instructor)**10 – 30%**

Connect is a web-based assignment and assessment instrument required for this course. Connect ‘MY IT LAB’ is designed to assist students with coursework based on individualized needs. It also will provide evidence of the extent to which students have mastered course objectives.

* **Tests , Quizzes and Midterm Exam** (dates specified by the instructor) **25 – 50%**

Tests, quizzes, and the midterm exam will show evidence of the extent to which students meet course objectives including, but not limited to, identifying and applying concepts, understanding terms and demonstrating evidence of a basic foundation of microcomputer applications in business organization.

* **Final Exam**   **30 – 35%**

The **comprehensive** final exam will examine the extent to which students have synthesized all course content and achieved course objectives.

Note: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester. Also, students may use laptop computers in class.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College.  Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions.  Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **The Pearson Custom Program for Micro Computers in Business** **CIS 131** (custom Essex County College edition)**,** by Robert T Grauer with ‘MY IT LAB’ Access Code; ISBN-10 #: 0558-262562

**Class Meeting**

**(80 minutes) Chapter/Topics**

**Chapter 1**

1 Introduction

**Chapter 2**

2 Editing and Formatting

3 Table and Graphics

**Chapter 3**

4 Excel: Introduction to Excel

5 Math Basics

**Chapter 4**

6 – 7 Spreadsheet and Formulas and Functions

**Chapter 5**

8 – 9 PowerPoint: Introduction to PowerPoint

**Chapter 6**

10 – 11 Planning and Preparing a Presentation

**Chapter 7**

12 – 14 Enhancing with Illustrations

15 **Midterm Exam**

**Chapter 8**

16 – 19 Enhancing with Multimedia

**Chapter 9**

20 – 22 Introduction to Outlook

23 – 25 Managing Mail, Contacts, and Schedules

**Chapter 10**

26 – 27   Introduction to Access

28 – 29 Review for the Final Exam

30   Comprehensive **Final Exam** on all course material covered