

**Essex County College**  
**Division of Mathematics, Engineering Technologies & Computer Sciences**  
**CIS 131 – Micro Computers in Business**  
**Spring 2023 Class Syllabus**

**Instructor:** Daxay Patel

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**Office Hours:** 2:00 pm -2:25 pm Tuesdays & Thursdays  
4:00 pm - 5:45 pm Tuesdays & Thursdays  
By appointment only:  
4:00 pm – 5:45 pm Mondays & Wednesdays

**Course Section:** OL1

**Classroom:**

**Class Meeting Times:**

**Required Textbook:** MyITLab with Pearson e-text (Access Card /physical textbook) -- for Exploring with Office 2019

**Credit Hours:** 3

**Prerequisites:** None

**Co-requisites:** None

**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 2016. The focus of the course will include an introduction to Windows, Internet Explorer, Microsoft Word, Excel, PowerPoint, and Access.

**General Education Goals:** The aggregate of the core courses required for any major at ECC have the following goals:

- 1 Written and Oral Communication:** Students will communicate effectively in both speech and writing.
- 2 Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

- Apply specific computer skills to manage and present data and graphics:
  - *use the Microsoft Office Fluent user interface to get better results faster;*
  - *create powerful, dynamic Smart Art diagrams;*
  - *reuse content easily with Office PowerPoint 2016 Slide Libraries;*
  - *use custom layouts to assemble presentations more quickly;*
  - *dramatically modify shapes, text, and graphics with new Smart Art graphics tools and effects; and*
  - *reduce document sizes and improve file recovery simultaneously*
- Apply specific computer skills to manage, analyze and interpret spreadsheets that store financial data of different forms of businesses:
  - *share spreadsheets more securely with others;*
  - *ensure that an organization works with the most current business information;*
  - *reduce the size of spreadsheets and improve damaged file recovery simultaneously; and*
  - *use the charting engine in Office Excel 2016 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, midterm exam and the final exam as scheduled.

**Grading:**

Class Participation .....	10%
MYITLAB Simulation Exams.....	25%
GRADER Project on Word .....	5%
GRADER Project on Excel .....	5%
Mid-Term Exam.....	25%
Final Exam.....	30%

**Main Campus**

Room 4122-I

973-877-3071

disability@essex.edu

**West Essex Campus**

Advisement Area

973-877-6591

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**Course Content Outline:** Based on the text exploring series Microsoft Office 2016 with 'MY IT LAB' Access Code by Grauer; published by Pearson Education, Inc.

**Class Meeting  
(80 minutes)****Chapter/Topics****WINDOWS 10**

1-4

**Chapter one Getting started with Microsoft Windows**

Fundamentals and File Management

Window System and Security Features

**Microsoft WORD 2019**

5-8

**Chapter one Introduction to Word**

Introduction to Word processing

Document organization

Document Settings and Properties

**Microsoft EXCEL 2019**

9-10

**Chapter one Introduction to Excel**

Introduction to Spreadsheets

Mathematical Operations and Formulas

Workbook/Sheet Management and Formatting

Page Setup and Printing

11-14

**Chapter two Formulas and Functions**

Formula Basics

Function Basic

Logical, Lookup, and Financial Functions

15

Review

16

**Midterm Exam****Microsoft POWERPOINT 2019**

<b>Midterm Exam</b> (dates specified by the instructor) Exams will show evidence of the extent to which students meet course objectives.		<b>25%</b>
<b>Departmental Final Exam</b> The <b>comprehensive</b> final exam will examine the extent to which students have understood and synthesized all course content and achieved all course objectives.		<b>30%</b>