

**JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS**

COURSE SYLLABUS

Course Prefix and Number	CIS 115
Course Title	Fundamentals of Microsoft Visio
Curriculum	Computer Information & Office Systems
Lecture	1
Lab	0
Credit Hours	1
Prerequisites	OFS 114, or CIS126, or Consent of the Department

Catalog Description

This course provides students the fundamentals of Microsoft Visio drawing and diagramming software. Visio diagrams integrate data with diagrams to represent complex visual, textual, and numeric information. This course introduces data-connected diagrams to provide visual context for data. This course introduces methods to create a complete picture of a system or process. The Visio application provides Data link and graphics functionality, plotting data trends using pivot diagrams, creating organizational charts, creating basic floor plans and objects and building timelines.

Course Objectives: See attached.

Prepared by:

Reviewed by:

Joe Sullivan
Dept. of CIOS
2/09

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Department Chairperson Date

STUDENT MATERIALS

A. Textbook

Title: Microsoft Office Visio 2007 Step by Step (Step By Step)

Author: Judy Lemke

Publisher: Microsoft Press

B. Other Required Materials

None

C. Student Evaluation (Type of Grading)

A. PROJECTS

Students will be expected to develop and demonstrate a Visio project.

B. PAPERS (no. of pages, expository writing done outside of class required and graded in addition to essay examinations):

None.

C. EXAMS AND WHAT TYPE:

Quizzes and Exams.

<u>Week/Days</u>	<u>Topic or Class Activity</u>	<u>Teaching Aids or Special Instruction</u>
1	Introduction to MS Visio	
2	Working with the Environment	
3	Getting Visio and Diagram Help using search functions	
4	Working with 1-D and 2-D shapes	
5	Moving, sizing, rotating, and copying objects	
6	Inserting pictures into diagrams	
7	Formatting individual shapes	
8	Midterm exam/project	
9	Applying themes to entire diagrams	
10	Connecting shapes in flowcharts	
11	Importing objects into Visio	
12	Position data shapes	
13	Linking data automatically	
14	Creating a project	
15	Creating user templates/advanced knowledge	
16	Final Exam/project	

OBJECTIVES

At the end of the course the students will be able to:

1. The student will learn appropriate levels of detail and content for a diagram.
2. The student will link data to analyze trends.
3. The student will visually report project information.
4. The student will diagram business processes.
5. The student will learn to create organizational charts, timelines, building diagrams, network diagrams, workflow diagrams, database models.