

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

COURSE SYLLABUS

Course Prefix and Number CIS 110

Course Title Overview of Microsoft Office

Curriculum Computer Information & Office Systems

Lecture 1

Lab 0

Credit Hours 1

Prerequisites None

Catalog Description

This course covers the basic concepts of Microsoft Office (latest version) which includes: Word, Excel, PowerPoint, and Access.

Course Objectives: See attached.

Prepared by:

Reviewed by:

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8/98

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Revised 2/10
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Revised 7/06
Revised 11/04
Updated 12/00
Revised 2/02

Ram Raghuraman
Department Chairperson Date

STUDENT MATERIALS

A. Textbook

Title: Marquee Microsoft Office 2010: Brief Edition w/cd

Author: Shelly

Publisher: Cengage/Course Technology

B. Other Required Materials

Flash storage device

C. Student Evaluation (Type of Grading)

4 projects (1 each in Word, Excel, PowerPoint and Access)

Final exam may consist of multiple choice, true/false type and hands-on lab projects.

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FORM C, Part II: TOPICAL OUTLINE

Course Prefix and Number: CIS 110 Title: Overview of Microsoft Office

Week	Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)	Comments
1	Introduction to common Office features, using Windows 7 Professional help, using toolbars and working with files. Office 2010 Overview of Word: creating and editing a document, using AutoCorrect, AutoText and AutoComplete, checking spelling and grammar, enhancing a document with various formats, and inserting a graphic.	
2	Overview of Excel: Entering text, numbers, and formulas; saving, closing and opening workbooks; specifying ranges, enhancing a worksheet; and inserting and sizing ClipArt. Creating a variety of charts and enhancing them.	
3	Overview of Access: Creating a database, creating tables, entering and editing data, adding graphics, creating forms and reports.	
4	Overview of PowerPoint: creating presentations, inserting slides, inserting graphics, enhancing a presentation, previewing and printing a presentation.	
5	Final	

OBJECTIVES

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

1. Know the basics of Word 2010.
2. Know the basics of Excel 2010.
3. Know the basics of PowerPoint 2010.
4. Know the basics of Access 2010.
5. Know how to integrate between the above packages.