

JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS

COURSE SYLLABUS

Course Prefix and Number	CIS 113
Course Title	Introduction to Microsoft Excel
Curriculum	Computer Information & Office Systems
Lecture	1
Lab	0
Credit Hours	1
Prerequisites	None

Catalog Description

Students will learn how to create an electronic spreadsheet using Excel. Spreadsheets are important business tools that help one evaluate and analyze information. Spreadsheets are used for cash flow, analysis, budgeting, decision-making, cost estimating, inventory management, and financial reporting.

Course Objectives: See attached.

Prepared by:

Reviewed by:

Adolph Scheiwe
Dept. of CIOS
07/96
Revised 1/09
Revised 2/06
Revised 2/02
Updated 12/00
Revised 7/97

Ram Raghuraman
Department Chairperson Date

STUDENT MATERIALS

A. Textbook

Title: Microsoft Office EXCEL 2007 Introductory Concepts and Techniques

Author: Shelly

Publisher: Course Technology

B. Other Required Materials

Flash Drive

Student Evaluation (Type of Grading)

Evaluations will be based on the following: Class Assignments, Homework, Final Project/Final Exam and Quizzes.

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FORM C, Part II: TOPICAL OUTLINE

Course Prefix and Number: CIS 113 Title: Introduction to Microsoft EXCEL

Week	Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)	Comments
1	Starting Excel, Navigating the Excel window; Worksheet basics; Screen basics; Entering and editing data; Making calculations; Learning more about Toolbar buttons; Formatting the worksheet; Copy and move cell entries; Edit cell entries; Printing. Planning and designing a worksheet.	
2	Using the function wizard; Improving the look of your text; Modifying a worksheet; Copy and move formulas. Checking spelling.	
3	Inserting and deleting cells; Making decisions; Naming ranges. Absolute Versus Relative Addressing; Adding 3-D pie chart; Renaming And Reordering Workbook; Changing view of the Worksheet; What-If Analysis.	
4	Using Web Page Preview and Saving and Excel Workbook as a Static Web Page; Saving an Excel Chart as a Dynamic Web Page.	
5	Final exam.	

OBJECTIVES

1. The student will be able to understand the basics of spreadsheets.
2. The student will be able to plan and design a worksheet using MS Excel.
3. The student will be able to plan and design various graphs.