

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

COURSE SYLLABUS

Course Prefix and Number CIS 126

Course Title Microsoft Office

Curriculum Computer Information Systems

Semester Hours 3

Lecture 0

Lab 3

Prerequisites

Catalog Description

The course is designed to develop microcomputer application skills using a totally integrated software package that includes word processing, a spreadsheet, a database, and presentation software in a Windows environment. Students will be interfacing throughout with the Internet. The class meets in a PC equipped classroom.

Course Objectives: See attached.

Prepared by:

Reviewed by:

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Ram Raghuraman
Department Chairperson

Date

STUDENT MATERIALS

A. Textbooks:

Title: GO! With MS Office 2007 (MC, L1, W1/W2, NC, MORFC, F1, P1, X3)

Author: Gaskin

Publisher: Prentice Hall

B. Other Required Materials

Flash drive

Other Course Requirements

None

Student Evaluation (Type of Grading)

Student evaluation will be based on the following:

1. Quizzes;
2. Homework assignments;
3. Activities in the text;
4. Other class assignments given by the instructor;
5. Final.

<u>Week/Days</u>	<u>Topic or Class Activity</u>
1	Introduction to Microsoft Windows, Internet, and WWW.
2	Creating , editing, formatting, and printing a document.
3	Creating a research paper, inserting headers and footers, and inserting references.
4	Inserting graphics, inserting tab stops, inserting tables, and formatting tables. Adding columns and using mail merge.
5	Creating, editing, formatting, and printing a worksheet.
6	Inserting formulas and charts. Create multiple worksheets and making summary sheet.
7	Using functions and what-if analysis. Creating a data table.
8	Creating, editing, formatting, and printing a database table.
9	Querying a database, sorting records in a table, and using template.
10	Creating forms and reports. Using forms to view and to add/delete records.
11	Creating, editing, formatting, and printing a presentation.
12	Adding pictures, headers and footers, and SmartArt graphics to a presentation.
13	Enhancing a presentation with animation, tables, and charts.
14	Integrating Office applications, linking data in office documents, using excel as a data source in a mail merge.
15	Discussion about Management Information. The use of Information Technology in the managerial making process.
16	Comprehensive Final Exam.

OBJECTIVES

1. Master basic skills and concepts for Windows, Internet and www.
2. Master basic skills for Word.
3. Master basic skills and concepts for Excel.
4. Master basic skills and concepts for Access.
5. Master basic skills and concepts for PowerPoint.
6. Be able to integrate the various application packages using object linking and embedding.