

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

**COURSE SYLLABUS**

<b>Course Prefix and Number</b>	CIS 175
<b>Course Title</b>	Microsoft Office Certification Prep
<b>Curriculum</b>	Computer Information & Office Systems
<b>Semester Hours</b>	3
<b>Lecture</b>	0
<b>Lab</b>	3
<b>Prerequisites</b>	CIS 126 or OFS 114; CIS 226 Highly Recommended (may be concurrent).

Catalog Description

This course prepares students for Microsoft Office Certification. Students will be trained to prepare for the Microsoft Word, Excel, PowerPoint and Access exams. Interactive CD and practice exams will be used.

Course Objectives: See attached.

Prepared by:

Reviewed by:

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6/99

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Revised 9/02  
Revised 5/02  
Updated 12/00

R. Raghuraman  
Department Chairperson      Date

## STUDENT MATERIALS

### A. Textbooks:

Title: MOAC Word07 77-601 and Six Month Office Trial CD with MOAC Excel07 77-602  
CDs Set

Author: Microsoft

Publisher: Wiley

### B. Other Required Materials

None

Other Course Requirements

### Student Evaluation (Type of Grading)

Evaluation, grading, and attendance policies are established by the individual instructor.

Need to pass the SAM practice exams.

Pass the actual Microsoft Office Specialist core.

Week	Unit, Topic, Class Activity (Indicate approximate time allotment for each topic/unit)	Comments
1	Test taking strategies. Review of Office exams.	
2	Review of Microsoft Word.	
3	Practice tests in Microsoft Word.	
4	Practice tests in Microsoft Word.	
5	Review of Microsoft Excel.	
6	Practice tests in Microsoft Excel.	
7	Practice tests in Microsoft Excel.	
8	Review of Microsoft PowerPoint.	
9	Practice tests in Microsoft PowerPoint.	
10	Practice tests in Microsoft PowerPoint.	
11	Review of Microsoft Access.	
12	Practice test in Microsoft Access.	
13	Practice test in Microsoft Access.	
14	Exam prep/Actual Microsoft Test	
15	Exam prep/Actual Microsoft Test	
16	Final Exam – Actual Microsoft Test	

## OBJECTIVES

The students will be able to prepare for the:

1. Microsoft Word Exam
2. Microsoft Excel Exam
3. Microsoft PowerPoint Exam
4. Microsoft Access Exam