CIS 99-62Y

Office Software Applications - Winter 2015

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Class Hours: Tuesday and Thursday 6:00PM - 7:50PM
Instructor online hours: Wednesday 6:45PM - 8:00PM
Office Hours: Tuesday and Thursday 5:30PM – 6:00PM Room ATC 204

Introduces concepts and hands-on projects using four common office productivity software programs including word processing, spreadsheet, database and presentation software.

Required Text
Exploring Microsoft Office 2013, Volume 1
©2014 • Prentice Hall • 1136 pp Published 04/10/2013

Grading:
- Lab Exercises 80 points
- Home works 120 points
- Midterm Exam 40 points
- Final Exam 60 points
- Total 300 points

Grade average required:
- A 90% and up of total
- B 76% through 89% of total
- C 60% through 75% of total
- D 46% through 59% of total
- F 45% or less of total

Home works and Labs:
1. Should be submitted before 11:59PM of each due date.
2. If submitted in late, then the home work score will be reduced with a penalty of 10% per day. Late labs will not be accepted after the due dates.
All Email subjects must contain "CIS99 ...", for example use "CIS99 HW1" for homework 1, "CIS99 Lab1" for lab 1,...
De Anza Academy Integrity: no plagiarism or illegal work sharing

http://www.deanza.edu/studenthandbook/academic-integrity.html

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