CIS 099
Office Software Applications
Read This Carefully

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VERSION/BOOK   This class uses version 2010, but you can use 2013. It will have some areas that are different. **No Book required.**

OBJECTIVES   In this course, students will have an understanding of:
- Creating documents using Word
- Creating spreadsheets using Excel
- Creating presentations PowerPoint
- Creating data base using Access

ATTENDANCE   Once enrolled, if you wish to drop the class, **it is your responsibility to drop the class before the deadline as noted in the Schedule of Classes**. **If you do not participate on a regular basis, I may have to drop you.**

CHEATING   Discussion and exchange of ideas on lab assignments is strongly encouraged to expand your learning experience. However, each person is expected to complete his/her own work. Identical solutions will be given a zero grade.

ASSIGNMENTS   **All assignments are to be submitted to my email address NOT through Catalyst.**

The assignments measure your ability to apply course concepts to problem solving skills using software applications and discussion forums. Turn in your course work per the class schedule by the assigned due dates. **No late work will be accepted.**

Discussion Boards are crucial to your grade. Make sure you participate in the discussions using thoughtful answers. Simple answers will lower or lack of responses back and forth will lower your grade.

GRADES

Activity	Weight
Discussion Forums	20%
Assignments	50%
Final	30%

GRADES A = 90-100%   B = 80-89%   C = 70-79%   D= 60-69%   F = 0-59%