

CIS 99-61Y

Office Software Applications - Winter 2016

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Google Group: <https://groups.google.com/forum/#!forum/cis99-win2016>

Class Hours: Monday and Wednesday 8:00PM - 9:50PM

Instructor on-line hours: Thursday 6:45PM - 8:00PM

Office Hours: Monday and Wednesday 7:40PM – 8:00PM Room ATC 204

Monday and Wednesday 9:50PM – 10:20PM 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

ISBN-10: 0133142671 • ISBN-13: 9780133142679

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Grading:

Home works & Exercises 150 points

Midterm Exam 75 points

Final Exam 100 points

Total 325 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 home work score will be reduced with a penalty of **20% per day**.
- 3 All emails must have a subject containing "**CIS99 ...**", for example use "**CIS99 HW1**" for homework 1, "**CIS99 Lab1**" for lab 1,....

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