

## CIS 99-62Y

### Office Software Applications - Winter 2015

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Class Hours: Tuesday and Thursday 6:00PM - 7:50PM  
Instructor on-line 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

ISBN-10: 0133142671 • ISBN-13: 9780133142679

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#### 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 contains "CIS99 ...", for example use "CIS99 HW1" for homework 1, "CIS99 Lab1" for lab 1,....

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