CIS099

Office Software Applications
Instructor – Patricia Holmes

Overview

Welcome to Office Software Applications class online…I am very excited about the course and I look forward to a quarter of teaching this amazing set of software, Microsoft Office. Within Office, we will learn Word, Excel, PowerPoint, and about a general background use of a database. The class is being taught to the beginning student. Many students use one of these Office software's, such as Word. But many students do not realize just how much can be in in Word, Excel, and PowerPoint and using a database. At the end of the class students will be able to successfully use Word, Excel, and PowerPoint and build a database.

Prerequisites:
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.

Software/Computers/Classwork

Microsoft Office is provided for you on the De Anza Computers if students do not have it on their home computer. Students may use their own computers if they have Microsoft office on it. Students will complete assignments directly from the book, along with additional training assignments the instructor provides.

You must have email and Internet access for this online class. All work will be sent using this email: holmespatricia@fhda.edu. DO NOT post your work on Catalyst as it often does not inform me.

Requirements

The book is required for each class. Chapter work will be completed and turned from the book. You must have email and the Internet to send me completed work.

Evaluation – Points

Chapter Material	500
Test	100
Hands on Training Assignments	300
Midterm	100
Final Exam	200

TOTAL POINTS = 1200

Grade Scale:
A=100% - 90%
B= 89% - 80%
C= 79% - 70%

Materials

Book: Microsoft Office 2010
ISBN: 1-4390-7838-6

This is a graded class. This is not a self paced class.
Also, you must complete the midterm exam, and final exam.

Attendance: Online participation is required along with turning in work each week.

Drop Policy
If a student wishes to drop the course, it is their responsibility to submit a withdrawal to the Admissions and Records Office. If you stop attending or turning in work when due, the instructor may choose to drop you from the roster, but students should not rely on this method. You may instead get a "NP" or No Pass for the class if you do not self-drop.

Eating and Drinking is prohibited in the computer lab.

Homework/Lab Hours: You are expected to complete the assigned weekly work. The AT lab at DeAnza has Microsoft software if you do not have it on your personal computer.

Note to students with disabilities: If you have a disability-related need for reasonable academic accommodations or services in this course, provide *Instructor* with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

Notice to Students:
In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), and with DeAnza College policy, students with documented disabilities will be provided equal and effective access to educational programs and services. Disability Support Programs and Services (DSP&S) facilitate the provision of services and accommodations for all DeAnza students. Accommodations are determined on an individual basis using disability documentation and in consultation with the student.
Any student who feels he/she may need an accommodation based on the educational impact of a disability should contact DeAnza's Disability Support Services (DSS) or the Educational Diagnostic Center (EDC) to discuss his/her specific needs. See contact information below. For additional information concerning DeAnza's Disability Support Services, please see DSP&S website at www.deanza.edu/dsps.

Contact information:
Disability Support Services (DSS)
(408) 864-8753
Educational Diagnostic Center (EDC)
(408) 864-8839

Class information is located at:
https://catalyst.deanza.edu