



CIS 2480 - Business Computer Graphics, MICROSOFT PowerPoint

CREDIT:	2 semester hours Prerequisite: CIS 1200 or equivalent
GRADING INSTRUCTOR:	Janet Campbell, 652-7837; campbellj@dixie.edu
FACULTY CONTACT:	Faculty based at SCC Grading Station, 652-7953
PROGRAM COORDINATOR:	Linda Rogers, 652-7838; rogersl@dixie.edu
YEAR:	2014-2015
REQUIRED MATERIALS:	MyITLab for Office 2013: Go! Series with eText USB (flash) drive or Hard Drive/Cloud storage of your choice Approximately 50 unduplicated prints
REQUIRED SOFTWARE:	Microsoft Office 2013 (available on all computers in campus labs)

COURSE DESCRIPTION

Designed for CIS, business, and other students interested in developing skills in designing and presenting visual presentations. The course teaches how to present charts and graphs, computer slide presentations, and other related applications using such techniques as drawing and editing tools to format data, charts and graphs, to create personalized templates as well as using clip art when creating visual presentations. The course is a self-paced course that provides flexibility of schedule; however, the student should plan to spend 6-9 hours (12-18 in block and summer semesters) per week to meet course requirements. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State College Student Code of Conduct (found in the college catalog or student handbook).

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids should contact the DISABILITY RESOURCE CENTER Coordinator within the first two weeks of classes. Proper documentation of impairment is required in order to receive services or accommodations. Visit or call (435) 652-7516 to schedule an appointment.

CANVAS MAIL AND DMAIL

Canvas Mail and Dmail will be used to contact students about information that is critical to your courses. Other important campus information may also be send via DMail be to students. Students will be held responsible for any information sent to Canvas or DMail accounts, so please check those mail sources often.

PERFORMANCE OBJECTIVES

At the completion of this course, the student should be able to complete the following objectives:

- Create, edit, and enhance slides for slide show presentations, including transitions, animation, templates and backgrounds.
- Create and edit business charts and graphs, text charts, computer slide presentations, and other business-oriented applications.
- Add pictures and shapes to slides and be able to edit and enhance images.
- Use drawing/editing tools to format data charts and tables; create personalized templates, clip art, and templates for a visual presentation.
- Insert video and audio files.
- Create and edit comments. Combine Presentations. Protect a Presentation and prepare it for distribution.
- Save PowerPoint presentations in various formats.

COURSE COMPLETION PROCEDURES

- Work through each Chapter in the eText and complete assignments as directed by Assignment Outlines.
- Submit prints from each Chapter by deadline dates listed on Assignment Schedule. Submit in Purple file folder at the Smith Computer Center.
- Complete End of Chapter Quizzes and Grader Projects assigned in MyITLab. May use notes and eText while completing quizzes. *Both quizzes and projects will be auto-graded so no prints need to be submitted.*
- Complete 3 Tests at Grading Station, in the Smith Computer Center, by deadline dates. No text or notes allowed during tests.
- Create and present Final Presentation to Instructor on or before deadline date.

COURSE COMPLETION SCHEDULE

The weekly Assignment Schedule located on Canvas contains a schedule for completing course work. Students may work ahead of schedule but the work needs to be submitted by the deadlines listed.

QUIZZES

Quizzes must be taken by deadline date. Quizzes will be completed using MyITLab. Late quizzes will not be accepted; however eText and notes may be used to find quiz answers.

ASSIGNMENTS

All assignments are due according to the schedule found on Canvas. Check Faculty/Testing Hours for times that Grading Station is open for Testing. Because the work for this class must be

done on computers, a lab is set up in the Smith Computer Center and the DSU library so you can work outside of class. To save printing, you may copy and paste more than one assignment together on one sheet. **Late assignments will be assessed with a 5 point late penalty and will only be accepted up to one week after the assignment due date.**

Submit your work in your Purple folder found in the Southwest corner of the Smith Computer Center in filing cabinet marked CIS 2480. Pull your folder, place assignments inside, and place in black letter holder marked CIS 2480. This lets faculty know that assignments are ready to be checked.

TESTING

All testing is to be done at the Grading Station of the Smith Computer Center. Bring your folder and a picture ID each time you test. Students are allowed up to two hours for each test, so please allow you enough time to complete the test.

- If a student will be gone on the “last” day to test, it is their responsibility to take the test prior to the test date to receive full credit for the test
- If an emergency does arise, it is the responsibility of the student to contact the instructor no later than the posted quiz/test date for an exception
- If an exception is granted, the test must be taken no later than one week following the test deadline. The instructor reserves the right to assess a 20% late penalty for any test taken after the posted test date
- Cell phones must be turned off during the testing times. No tests are open book.

FINAL PRESENTATION

Create a slide show, meeting the criteria listed on the Final Presentation link on Canvas. Schedule a time to present show to the instructor by the deadline date.

GRADING: Assignments = 40% Quizzes = 5% Tests = 45% Final Project = 10%
for a total of 100%

A	94+	B+	87-89	C+	77-9	D+	67-79	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		

INTEGRITY:

We expect students to act with integrity and honesty during all aspects of this course. We expect students to do their own work without taking the work from another student. We expect students to say NO when asked to share their work with another student. If you are caught in a bind and work is not complete, turn in the work that you do have and submit the rest ASAP. You are allowed a small leeway with late assignments (5-10 pts.) before it will affect

your grade in any way. The DSU Student Code of Conduct prohibits cheating by students. We have a Zero Tolerance policy.

The following items refer to common actions that are considered cheating but the list is not limited to these items.

- Sharing work with any other student(s). So that there is no question, this means that you need to sit at your own computer and do your own work and save it to your own disk. Sitting and watching another student complete the assignments while you read from the book is not acceptable. You may, however, discuss assignments and the best way to complete them with anyone as long as the bottom line shows that you are actually doing your own work.
- Giving your work to another student to modify and pass it off as their own.
- Copying assignment keys and turn them in as your own work.
- Inputting course information into PDA's, cell phones, or other electronic or paper devices to be used during a test to look up answers. This includes your own skin.