CISA 340

Spring 2013

Ms. Smedley, Professor
Sacramento City College
Business Division

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CISA 340: Presentation Graphics (ONLINE) – 2 Units
Spring 2013

Section #17188. Mandatory Orientation ONLINE: Friday, October 19 until Saturday, October 20 at https://d2l.losrios.edu. This online orientation includes reading the syllabus, watching a video, and taking an orientation quiz. It will be available in D2L beginning at 12:00 a.m. on the first day shown above and must be completed by 11:55 p.m. on the last day shown above. Enrolled students who prefer a face-to-face orientation must contact Professor Smedley via email before the first day of class. Please note that students who have a face-to-face orientation will still need to watch the video and complete the online orientation quiz in D2L. Students who fail to complete the online orientation quiz by the deadline will be dropped in order to make room for students on the wait list. Dropped students will not be reinstated.

Mandatory Final ON CAMPUS: March 18, 2013 from 1-2:50 p.m. in B205. Check your schedule now to make sure that you will be able to attend this mandatory meeting. This is the only date/time that you may take your final with the rest of the class. Your photo ID is required and will be checked. If this date conflicts with your schedule, you may request to take your exam at an approved proctoring center. You must make your request during the first two weeks of the class. The proctoring form will be located in D2L. It must be submitted to me for approval consideration if you have a schedule conflict. You will be notified as to whether your proctor is approved or not.

Description: This course presents an in-depth look at using computers as a graphics presentation tool to assist oral, written, and on-screen presentations. Topics include system requirements, graphic software, elements of a good presentation, types of graphics, and designing slide show techniques for visual presentations. Methods on how to edit and format presentations, animation, organizational charts, and clips (graphics, sounds, or video) will also be covered. Designing presentations linked to word processing, spreadsheet, or database programs is included. Students will use a variety of computer hardware and software to produce individual and/or group projects. The course may be taken four times for credit on a different software package version, or operating system – provided no package or version is repeated. (Both the lecture and the hands-on experience will be done online for this class.) This course will be taught using PowerPoint 2010 for Windows (not 2003 or 2007 or Mac versions). If you are using a different version or edition, the instructions will likely be confusing to you.

Prerequisite: None.

Advisory: Completion of BUSTEC 300.1 or BUSTEC 100.1 or touch typing at 28 wpm, and CISC 300 or CISC 310 with a grade of "C" or better.
Learning Outcomes and Objectives: Upon completion of this course, you should be able to:

- evaluate types of graphics available, types of files, system requirements, and installation of plug-in components.
- demonstrate an understanding of basic design principles and concepts for essential and effective presentations within business and professional settings.
- integrate graphics and text files in the development of a presentation.
- edit presentation to include changing enhancements (fonts, font sizes, color, alignment, texture, patterns).
- integrate graphics, word processing, spreadsheet, and database information.
- integrate animation, organizational charts, and clips (graphics, sound, and video).
- link graphics presentation to Web sites.
- apply audience analysis techniques to establish criteria and best approach to presentation.
- create effective presentations for audiences.
- plan, prepare, and present on-screen presentations for business, professional, or personal purposes.

Required Textbook: Microsoft PowerPoint 2010, Paradigm Publishing, Benchmark Series, by Rutkosky. ISBN 9780763843090. Plan to have your book by the first day of the class. Late work will not be accepted. This book might be on reserve in the LRC.

Required Software: You will need Microsoft Office 2010 (Windows version).

Required Technology: You will need a digital storage device for saving your work and reliable access to the Internet. Additionally, you will need your own valid e-mail address that you check several days each week. You are discouraged from using a shared e-mail account. Be sure to add my e-mail address to your contacts list.

Assignments & Quizzes: Assignments will be worth varying points depending upon their complexity. Points will be subtracted for errors; therefore, you should check your work very carefully before turning it in including spell checking and proofreading. There will also be weekly chapter quizzes. Only work that is completely error-free will be given the maximum points on each assignment. You will be creating a final project that will be based on research of a topic of your choosing. It will be submitted online. If you are repeating this class, you must select a new final project topic from the one that you had in the past.

Students may not resubmit assignments or quizzes/tests in order to earn higher scores after the due dates. Since these items may not be resubmitted, please feel free to ask if you have any questions about anything before submitting your work. These questions should be asked well in advance of due dates. Your work should reflect the professional nature of this class.

You may refer to the Dropbox and Quizzes sections of the class to see the due dates for assignments and quizzes. These sections show beginning and ending dates and times for the entire course. Specific assignment instructions, chapter quiz details, and chapter readings will be posted each week in the Contests section of the class. No additional assignment or quiz schedule
is listed in this syllabus. You should refer to the Contents section to read important assignment and quiz information each week.

When submitting online assignments, only use the Dropbox link for the particular assignment you are submitting unless otherwise directed. **DO NOT e-mail assignments to me.** Due to space limitations and the threat of viruses, **e-mail attachments are automatically removed by my e-mail filter.** In other words, if you send an attachment to me, I will not receive it.

When saving files, **DO NOT** type any periods within the filename. Your software will automatically add a period before the filename extension (last 3-4 characters in the filename). Failure to name a file correctly might prevent my computer from opening it, which could result in the lowering of your score on the assignment beginning with the very first one.

It is your responsibility to ensure that I not only receive what you send, but also that I am able to open what you send. Students will not receive credit for uploading something that I never receive or cannot open. You should check the dropbox each time you submit your work to ensure that your submission is there and that you submitted the correct assignment.

Although D2L will physically allow you to submit your assignment more than one time during a submission period, I will only be grading one submission per assignment per student. If you submit an assignment more than once **during the submission period,** add a comment in the D2L comment box if you need me to disregard an earlier submission. I will gladly remove the incorrect file(s) without penalty. **No comments are required when uploading assignments for first submissions.**

Each semester, there are students in each of my classes who experience unforeseen circumstances at one point or another during the class. Sometimes the issues are personal in nature; at other times, they are technical difficulties. These issues often cause students to miss a weekly deadline. While these situations are understandable, **I will not be extending assignment deadlines for affected individuals when such problems occur.**

You should come up with a backup plan now that you can follow in the event that you are not able to complete your work using your existing computer. Your backup plan should include completing your work **before** the due date and working in the B151 computer lab during normal operating hours.

Work that is not submitted by the due date/time will be considered late. **In order to be fair to those students who work hard to get their assignments in on time each week, late work will not be accepted regardless of the reason.** It is your responsibility to arrange your schedule and prioritize your time so that you can get your work done and submitted on time. **Please do not ask for any exceptions to this rule.** If you find that the issues you are experiencing require your full attention, consider dropping this class and picking it up again during a later term when you will be able to experience greater academic success.

**Grading:** All work that is submitted in this class will be graded at the same time. I will make an announcement each time the gradebook has been updated. Please don’t ask me if your individual work has been graded. **When the gradebook is updated, you should check your points for**
accuracy. Unless I make a mistake in entering your points or your final letter grade, all course grades will be final and non-negotiable.

Your course grade will be point-based according to the scale shown below. Rarely, points are modified or assignments are added or removed before they become available to students in order to meet the course objectives better. The actual points possible and specific grading scale for the class will be posted in D2L toward the end of the class.

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<tr>
<td>A = 90-100%</td>
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<td>B = 80-89%</td>
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<tr>
<td>C = 70-79%</td>
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<tr>
<td>D = 60-69%</td>
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<td>F = 59% or below</td>
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Neither “Incomplete” nor “In Progress” grades will be given in this class.

You can get a general idea of where you stand in the class at any time by dividing your total points for all of your graded work and quizzes by the total points possible for all graded work and quizzes up to that point of time in the class. For example, if you have completed four out of the first five assignments and quizzes and you have a current score of 85 points and the total points possible for the five assignments and quizzes is 100. You would divide 85 by 100, which is .85 or 85 percent. Eighty-five percent would be a B at that point in the class. Please note that D2L keeps a running total of your points, but it might also show the total points possible for the entire class. As a result, your percentage in D2L might appear lower than it actually is until all work and quizzes for the entire class have been recorded. If you want to know where you stand, you should calculate your own percentage using the method shown above until the end of the class when the actual points grading scale is posted.

**Progress Reports:** If you are required to submit a progress report for any reason, you must submit the form to me before the day it is due. I will need time to calculate your score and current course progress.

**Participation:** This class is schedule for 27 hours lecture, and 27 hours laboratory. Both the lecture and lab will be done online. One or more chapters will be covered each week. You will need to set aside adequate time in your weekly schedule to read your textbook, review the lectures and/or presentations, study any supplemental materials, and complete and submit your assignments and quizzes each week. You are expected to “attend class” each week. I will use the following to document your attendance: completion of online quizzes and submission of assignments (through the digital dropbox or as directed). You must do both of these things in order to demonstrate full attendance.

Students may be dropped for non-attendance in accordance with the Sacramento City College campus policy: “Students are expected to attend all sessions of classes in which they are enrolled. A student having excessive absences may be dropped from any course by the instructor
any time during the semester. Excessive absences are defined as 6% of the total hours of class time.” (See the catalog for additional information.)

Each week in this 8-week class is equal to 6.75 hours (12.5%) of the total class time. One week of non-participation or two weeks with less than full participation (e.g. only taking quizzes, but not submitting all assignments) will be grounds for being dropped from the class without any additional warning or notification. Students who are dropped will not be reinstated. If you decide to drop the class, you must do so by the drop deadline.

To access the class, log on to https://d2l.losrios.edu after the class begins. Check the course sites several times each week to look for updated announcements, submit assignments, complete quizzes, and view your gradebook.

Free Tutoring: CIS tutoring and assistance in computer-related topics is available to Business Division students on a first-come, first-served basis in B151. Tutoring subjects and tutor availability are posted in the lab and on the web site: http://busdiv.scc.losrios.edu/stre_lab.html.

Tutoring in Accounting, Business, and Economics is available in the Business Student Center, B224. Check the schedule posted outside room B224, call 650-2763, or visit the web site: http://busdiv.scc.losrios.edu/bus/business_center.html. If you need help with writing, you should visit the Writing Center, which is located in LRC-144. The phone number to the Writing Center is 558-2126.

How to Reach Me: I am available to meet with you or speak with you during my on-campus office hours. Office hour appointments are recommended, but not required. Students with appointments will have priority over walk-ins. I am also available via voicemail or email when I am not in class or meeting with students. I check my voicemails during my on-campus office hours. Email is generally the best way to reach me. Emails are checked in the mornings and afternoons Mondays through Fridays until approximately 4 p.m. when I am not in class. I am offline on weekends and holidays and I do not check or respond to emails on those days.

Below are some guidelines that should be followed when sending e-mails to me.

- Address your email to Ms. Smedley, Mrs. Smedley, or Professor Smedley.

- Do not send attachments. They will be automatically removed by my e-mail filter before they reach my inbox. This means that you may not e-mail your homework to me.

- Use uppercase and lowercase letters. Don't type in all CAPS or all lowercase letters. This kind of writing is immature and hard to read.

- When communicating with any of your professors, you should write your correspondence as if you were writing to a potential employer rather than writing to a friend or sending a text message. Politeness is paramount. Remember that there is a live person on the other end of your message.
• Use proper spelling. The way in which you communicate says a lot about you. Improper spelling, grammar, and punctuation will take more time for me to read the message and will slow down my reply. You should use your email’s spell check feature before sending your message.

• **Only send your e-mail and message one time.** It will be read and replied to as necessary. Sending the same message more than once will slow down my reply to you.

• Use the **Reply button** to respond to or follow up on what was previously written.

• **Do not** create a new e-mail message to answer or reply to a previous message.

• Create new messages for *new conversations*—not for a continuation of a previous conversation. Creating a new message that is actually a follow up to a previous conversation makes it difficult for me to be up-to-date on what the conversation is about, and often causes me to have to dig through my inbox to locate the previous conversation. When I receive e-mail messages such as this, I usually give them the lowest priority; because I know that I will have to spend a lot of time looking through previous e-mails to figure out what is going on before I can even respond to whatever the new e-mail is about.

• Include your name in the body of the message. The *body* is the main part of the e-mail, i.e., the part where you type your message. The **body is not the same as the subject line.**

• Type a *meaningful subject line*. This will help me to identify your e-mail as a legitimate e-mail message and not spam (unsolicited e-mail). Due to the threat of viruses, I automatically remove messages that look like spam. An example of a meaningful subject line would be "*MS PowerPoint Template Question.*" This is a helpful subject line, because it tells me the class that the question is regarding and what the question is about. An example of a poor subject line would be "*Help*" or "*This is Pat.*" These last two examples do not tell me anything about the contents of the messages and do not indicate that the author is even a student in one of my classes.

**Academic Honesty:** Academic honesty is expected. **Each student is expected and required to do his or her own work.** Students may discuss and problem-solve assignments with fellow classmates. However, students must only turn in work that they have done themselves. Students who submit the same assignment as one or more other students will be guilty of cheating. Copying and pasting data from the Internet or typing information from printed sources without citing the original source is also considered cheating and will result in the same consequences.

To prevent cheating, do not send, share, or give your work to other students. If you share a computer with a current or former student from this course, it is imperative that you protect your files from accidental or purposeful copying by anyone who shares a computer with you. This can best be done by saving your work on a flash drive and keeping it in your possession at all times. When consulting the Internet or printed sources, **use your own words** to relate what you have learned from those sources.
Consequences of Academic Dishonesty:

Academic consequences may include:
1. Receiving a failing grade on the assignment, quiz, or exam
2. Having the course grade lowered
3. Receiving an F in the course

Administrative consequences may include:
1. Verbal or written reprimand
2. Being placed on disciplinary probation
3. Being placed on disciplinary suspension
4. Being expelled

The office of the dean of the division in which the cheating took place and the Discipline Officer shall maintain a record of all students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. This does not preclude more severe administrative discipline for a single incident where the offence is so egregious as to warrant more immediate action.

A copy of the Sacramento City College student conduct, discipline and due process procedure is printed in the handbook, and copies are available in the offices of each dean and administrator at Sacramento City College. This document is also printed in the college schedule, catalog, and student handbook and is available on-line in the college website.

In order to be successful in this class, you should:

1. Fully participate in this class.
2. Read each chapter so that you are prepared for class.
3. Review and complete ALL learning activities.
4. Follow all directions and instructions.
5. Do good work on all assignments and quizzes or exams.
6. Work with a tutor if necessary.
7. Practice academic honesty.
8. Ask questions, as needed, before due dates.

Students With Disabilities: If you have a learning disability, physical disability, or other special need, please contact the campus Disability Resource Center to make any and all arrangements that are necessary for you to be successful in this class.

Other: Auditing classes is not permitted. District and college policy state that only enrolled students may attend classes. Therefore, children and other non-enrolled visitors are not permitted in classrooms or labs. Additionally, children should not be left unattended in hallways. Children and other visitors may not attend any class sessions with you.

If you are adding this class, you should do so during the first week of the term. Late adds will not be accepted.
I reserve the right to modify the syllabus as needed in order to meet the course objectives and the needs of the class better. Students will be notified if such changes occur.

Good luck and welcome to the class!

Ms. Smedley