

Basic Course Information

Semester:	Fall 2017	Instructor Name:	Melody Chronister
Course Title & #:	CIS 131	Email:	Melody.chronister@imperial.edu
CRN #:	11072	Units:	1
Classroom:	Online	Office #:	809, 801, and Online
Class Dates:	Oct 9 – Dec 8	Office Hours:	By Appointment Only
Class Days:	Online	Office Phone #:	760-355-6214 or text to 760-550-0227
Class Times:	Online	Emergency Contact:	Division Secretary @ (760) 355-6361

Course Description

A continuation of CIS 130 that includes adding, modifying and creating templates; adding, importing, and formatting data for tables and charts; customizing presentations; adding interactivity features; and incorporating PowerPoint with other applications. This course is intended for all students and professionals who wish to acquire skills in digital presentations. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

None

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Design and create a slide presentation demonstrating knowledge of inserting photographs and using layouts, bulleted lists, shapes, background, transitions, and photograph (ILO1,ILO2,ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Understand Power Point masters, format master text, adjust text objects, use advanced drawing and formatting tools, use the style checker, and create a template.
2. Insert data from a file into a datasheet, format a datasheet, change a chart's type and display, work with chart elements, animate charts and sounds, embed and modify an organizational chart.
3. Embed a picture, insert a Word table, embed an Excel chart, link an Excel worksheet, update a linked Excel worksheet, insert an animated GIF file, a sound file, a video file, and hyperlink.
4. Send a presentation for review, combine reviewed presentations, set up a slide show, create a custom show, use the meeting minder, rehearse slide timings, publish a presentation for Web, broadcast a presentation, use the Pack and Go Wizard

Textbooks & Other Resources or Links

Beskeen, David (2014). Microsoft Office PowerPoint 2013 Illustrated Introductory (1st/e). Cengage Course Technology. ISBN: 978-1-285-08259-2

***Will also need MS PowerPoint installed on the computer you are using for this course.

Course Requirements and Instructional Methods

This course will consist of a combination of lectures, assigned workbook activity, lab assignments and performance on homework and exams.

Lab Assignments: Every week there will be lab assignments that correspond to the unit covered during lecture.

Homework: There will be workbook activity and questions from the end of each unit assigned out of your textbook.

Exams: Two (2) exams will be given. Exams will be multiple choice and computer output (you will submit a PowerPoint presentation proving you understand the material covered). Tests will be administered using Canvas.

Course Grading Based on Course Objectives

You may earn up to 640 points, as follows:

Discussion/Participation: 120 (6 @ 20)

Exam One: 50 (1 @ 50)

Assignments: 250 (5 @ 50)

Quizzes/Concept Review: 120 (6 @ 20)

Final 100: (1 @ 100)

Grading Scale:

A 576-640 points

B 512-575 points

C 448-511 points

D 384-447 points

F 383 points and below

To receive full credit, all work must be turned in on time. If you have an emergency which prevents you from participating in class, it is your responsibility to make acceptable arrangements prior to the absence. Class attendance and tardy policy follows the regulations in the IVC college catalog. Your attendance in class is important.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and

(11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S

office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across

disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic
Week 1	Syllabus & Introduction <i>Discussion & Quiz</i>
Week 2	Unit E: Working with Advanced Tools and Masters <i>Discussion, Assignment, Quiz</i>
Week 3	Unit F: Enhancing Charts <i>Discussion, Assignment, Quiz</i>
Week 4	Exam
Week 5	Unit G: Inserting Graphics, Media, and Objects <i>Discussion, Assignment, Quiz</i>
Week 6	Unit H: Using Advanced Features <i>Discussion, Assignment, Quiz</i>
Week 7	Working with the Cloud Appendix <i>Discussion, Assignment, Quiz</i>
Week 8	Exam

*****Tentative, subject to change without prior notice*****