IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2021**	Instructor Name:	**Vicki Viloria**
Course Title & #:	**CIS 131 Power Point**	Email:	**Vicki.Viloria@imperial.edu**
CRN #:	**10895**	Webpage (optional):	
Classroom:	**Online**	Office #:	**Online (Email, Call, Text)**
Class Dates:	**October 11 – December 11**	Office Hours:	**Tuesdays 6 – 8 p.m.**
Class Days:	**Online**	Office Phone #:	**760 791 1849**
Class Times:	Online	Emergency Contact:	
Units:	1	Class Format:	Online

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

For this course you will need to purchase a one-term Cengage Unlimited Subscription for $119. (Longer options are available.) This subscription only needs to be purchased once per semester (or less often for a longer subscription). This one subscription will cover all your Cengage coursework.

This course is part of the Shelly Cashman Series Collection. So, this course is part of a multi-term course. I'll be using this multi-term course for various 1-unit Microsoft courses that I teach.

If you are taking more than one course with me, you only need to purchase the subscription once. This one-term subscription will cover any 1-unit Microsoft courses that I teach even if you take them in a different semester.

Course Requirements and Instructional Methods

Remember this course is only 8 weeks long. Although this is a one-unit class, you should be dedicating 6 to 8 hours a week to complete your assignments.

This is an entirely web-based course with no on-campus visits required. You may complete all course work from your home if you have an internet connection and are able to master the features of Canvas, which is Imperial Valley College's online course management system.

This is NOT an online self-study course with a due date of the last day of scheduled class.
This course includes weekly deadlines scheduled throughout the semester.
We will adhere to a weekly schedule that includes many activities, including discussions, assignments, quizzes, and exams.

Activities	Points	Percentage
Assignments (4 x 100)	400	21 %
Projects (5 x 100)	500	26 %
Exams (4 x 100) / Quiz (1 x 100)	500	26 %
Discussions (5 x 100)	500	26 %
Total	1,900	100%

Late Submissions

To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me **as soon as possible** so I can help you stay as current and provide as much support as possible. **Points will be deducted for late work.**

Course Grading Based on Course Objectives

Grading Scale
- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F =   Below 60%

Course Policies

Online attendance is not marked by your physical presence in a classroom, but rather by your **participation and engagement** with the course activities and assignments.

Guidelines

- This course is designed to take about <mark>6-8 hours per week</mark> (on average). **Please plan to**:
  - Set aside time each week to view all module materials and submit required work
  - Log in regularly each week to check for announcements, grades, messages, and comments
  - Participate in online discussions, and respond thoughtfully to your peers

Drop Policy

- **During the first week**: Complete your first Discussion by Wednesday 11:59 p.m. to mark your attendance and secure your spot!
- **Throughout the term**: Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the clas**s.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Dates	Topic	Assignments	Due Dates
Week 1 Oct. 11 -16	Introductions, Guidelines, and Resources	Discussion Quiz	Wed. Oct. 13 Sat. Oct. 16
Module 4 Oct. 17 – 27	Create and Format Information Graphics	Discussion Training Exam Project	Wed., Oct. 20 Sat., Oct. 23 Sat., Oct. 23 Wed., Oct. 27
Module 5 Oct. 28 – Nov. 6	Collaborate on and Deliver a Presentation	Discussion Training Exam Project	Sat., Oct. 30 Wed., Nov. 3 Wed., Nov. 3 Sat., Nov. 6
Module 6 Nov. 7 - 17	Navigate Presentation Using Hyperlinks and Action Buttons	Discussion Training Exam Project	Wed., Nov. 10 Sat., Nov. 13 Sat., Nov. 13 Wed., Nov. 17
Module 7 Nov. 18 – Dec. 4	Create a Self-Running Presentation Thanksgiving Break (Nov. 21 – 27)	Discussion Training Exam Project	Sat., Nov. 20 Wed., Dec. 1 Wed., Dec. 1 Sat., Dec. 4
Dec. 5 - 10	Capstone Project	Capstone Project	Fri. Dec. 10

Subject to change without prior notice