



IMPERIAL VALLEY COLLEGE

### Basic Course Information

Semester:	<b>Fall 2021</b>	Instructor Name:	<b>Vicki Vloria</b>
Course Title & #:	<b>CIS 130 – Power Point I</b>	Email:	<b>Vicki.Vloria@imperial.edu</b>
CRN #:	<b>10892</b>	Webpage (optional):	
Classroom:	<b>Online</b>	Office #:	<b>Online (email, phone, or text)</b>
Class Dates:	<b>August 16 – October 8</b>	Office Hours:	<b>Tuesdays 6 – 8 p.m.</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>760 791 1849</b>
Class Times:	Online	Emergency Contact:	
Units:	<b>1</b>	Class Format:	Online

### Course Description

This course provides students with the basic knowledge of how to create, modify, and present PowerPoint slide shows. Students add and modify both text and graphics; insert and modify information, graphics, and multimedia. This course is designed for students and professionals acquiring or updating basic skills in creating and editing professional 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 show that includes a title slide, at least five text slides with bulleted lists, and a closing slide. Demonstrate understanding of using attributes for emphasis. (ILO1, ILO2, ILO4)

### Course Objectives

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

1. Define presentation software, view a presentation, save a presentation, get help, print and close files, and exit Power Point.
2. Create an effective Power Point presentation.
3. Modify a presentation by aligning and grouping objects and adding and arranging text.
4. Enhance a presentation using formatting techniques and images.
5. Make a presentation to the class using Power Point as a tool.

### 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 (3 x 100)	300	21 %
Projects (4 x 100)	400	28 %
Exams (3 x 100) / Quiz (1 x 50)	350	24 %
Discussions (4 x 100)	400	28 %
Total	1,450	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 **6-8 hours per week (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. in order 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 class.**

## 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

Week	Dates	Cengage Module	Topic	Assignments	Due Dates
1	Aug. 16 - 21		Introduction, Guidelines & Resources	Discussion Peer Replies / Quiz	Wed., Aug. 18 Sat., Aug. 21
2	Aug. 22 - 28	1	Create and Edit a Presentation with Pictures	Discussion Peer Replies / Training	Wed., Aug. 25 Sat., Aug. 28
3	Aug. 29 - Sept. 4			Exam Project	Wed., Sept. 1 Sat., Sept. 4
4	Sept. 5 - 11	2	Enhance a Presentation with Pictures, Shapes, and WordArt	Discussion Peer Replies / Training	Wed., Sept. 8 Sat., Sept. 11
5	Sept. 12 - 18			Exam Project	Wed., Sept. 15 Sat., Sept. 18
6	Sept. 19 - 25	3	Reuse a Presentation and Add Media and Animation	Discussion Peer Replies / Training	Wed., Sept. 22 Sat., Sept. 25
7	Sept. 26 - Oct. 2			Exam Project	Wed., Sept. 26 Sat., Oct. 2
8	Oct. 3 - 8		Capstone Project	Capstone Project	Fri., Oct. 8

\*\*\*Subject to change without prior notice\*\*\*