



DIVISION OF BUSINESS AND COMPUTER INFORMATION SYSTEMS
Computer Information System 104 —Presentation Graphics
(PowerPoint 2019) Fall Semester, 2019

- CRN: 12047
- Textbook: Microsoft Office 365 PowerPoint 2019 Comprehensive by Sebok
- Units: 3
- Instructor: Professor J. Troop, BA, MA
- Office Number: 511-02 (You must enter through the 511 lab.)
- Office Hours: Monday 5:00 p.m. to 6:15 p.m.
Wednesday 6:00 p.m. to 7:00 p.m.
Thursday 5:45 p.m. to 9:00 p.m.
You may make an appt. for another time.
- Other Days No other office hours are scheduled, but the instructor is often on campus. If you need to see her outside her normal office hours, please schedule an appointment.
- E-mail: jtroop@fullcoll.edu
- Telephone: (714) 992-7206 (if no answer, leave a message on voice mail)
- Professor's Website: <http://staffwww.fullcoll.edu/jtroop>
- Prerequisite: Introduction to Computers and a general knowledge of the Microsoft operating system
- Materials Needed:
- Textbook: *Microsoft Office 365 PowerPoint 2019* by Sebok
 - Access to a computer with Windows 10 (you may use our labs)
 - Microsoft Office 2019 365
 - Access to the Internet
- Course Description: See college catalog.
- Course Objectives: See college catalog.
- Online Discussions Online class discussion participation is required for each module (chapter). ***The directions for doing this are on the professor's website.***
- Note: Do not attempt to take this course on your phone. If you try to use one, you will not be able to see everything.

Assignments: Specific lab assignments and projects are given to the students in this syllabus. **If you cannot locate the clip art, picture, sound effect, or other media that is called for in the assignment, you may substitute another.**

Submitting Assignments: **Directions for turning in your assignments via Canvas are located on the instructor's website.**

Tests: **An on-campus midterm and an on-campus final exam are required to pass this class. Bring a picture ID with you.**

Student Learning Outcomes: Upon successful completion of CIS 104, Presentation Graphics, the student will be able to create a basic computer presentation containing at least ten slides.

Upon successful completion of CIS 104, Presentation Graphics, the student will be able to create a computer presentation containing graphics, charts, and animations.

Upon successful completion of CIS 104, Presentation Graphics, the student will be able to create a finished presentation from a set of initial notes and an outline.

No shows: <i>If you have <u>not</u> successfully completed the syllabus quiz by September 6 with a score of at least 90%, you will be dropped as a no show.</i>

Guidelines for Online Discussions

- First, read the directions for contributing to the class discussion using Canvas. They are posted on the professor's web page. Her website address is: staffwww.fullcoll.edu/jtroop
- You must prepare a comment for each module (chapter). The professor will provide the initial statement or question.
- Your comment must be 100-150 words. It must be thoughtful and well organized.
- You may give your thoughts on the topic or comment on another student's comment.
- Students are to be respectful of one another. "Flaming" or other rudeness will earn no credit. Any criticism you offer must be positive.
- Profanity will result in no credit. Remember, this is academic work, not Twitter.
- Comments must be written in correct English. Proofread your work before submitting it.
- Be sure to prepare and post your comments well before their respective deadlines.
- Your comments must be more than a mere "I agree," or "I do not agree." No credit will be given for comments such as "My turtle wears pink tennis shoes." Your remarks must be original, not just rephrasing what another student has written; and your turtle already knows that it is more fashionable than the rest of us.

GETTING SET WITH YOUR TEXTBOOK PUBLISHER MATERIALS

Since your textbook will be in electronic form and you will be submitting your work electronically, you will need to get a Cengage Unlimited Access Code in order to take this class. It can be purchased at the bookstore or directly from the textbook publisher online. After getting the code, you must register it.

Purchasing the Access Code at the Bookstore

- Go to the counter in the college bookstore and verify that your class is using Cengage Unlimited.
- Purchase the access code that you want
- Then move on to the directions below for **Registering your Cengage Unlimited Access Code**.

Purchasing the Access Code Directly from the Publisher, Cengage, Online

- Go to the website <https://www.cengage.com/unlimited>
- Click the Subscribe button to choose a version of Cengage Unlimited
- Choose the length of your subscription (four months, one year, or two years)
- Click Subscribe Now and close the popup window.
- Click the yellow Cart icon in the upper right corner of the page.
- Click the Start Secure Checkout button to check out and pay for your access code.
- Follow the steps on the web site to get your access code.
- Proceed to the next section on this page, **Registering Your Cengage Unlimited Access Code** below.

Registering Your Cengage Unlimited Access Code

- Go to the website <https://www.cengage.com/student-access-code>
- Click the Sign In or Create Account button on the screen (yellow)
- If you already have a Cengage account, then log in to Cengage
- If you do not have a Cengage account, then click the Create an Account button and create a Cengage account. *Remember your Cengage account ID and password. You should write them down somewhere.*
- Once logged into Cengage Unlimited, click the blue link in the upper right corner of the screen that says Add a Course or Register a Product.
- Enter your Cengage Unlimited access code. This links Cengage Unlimited to your Cengage Login.
- Log in to Canvas at <https://fullcoll.instructure.com>
- Click the link for your course.
- Click the link in your course to access the Cengage material. You will be asked to log in to your Cengage account. Make sure you enter the same account ID and password you previously registered with Cengage.
- You will be taken to the MindTap page for your course.

Instructions on using Cengage and getting Office 365 are posted on the Instructor's web site at:

<https://staffwww.fullcoll.edu/jtroop/cengageinstructions.pdf>

How Grades are Calculated

- At the end of the semester, each student's points are added up. These include points from the labs, the midterm, the final, and online discussions. The highest number of points will constitute the top of the A grade range.
- Students who have total points equal to 90% and above the highest number of accumulated points will receive an A.
- Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive a B.
- Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive a C.
- Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive a D.
- Students who have total points below 60% of the highest number of accumulated points will receive an F.

- Generally speaking, only those who stop submitting assignments without officially dropping receive a failing grade. ***Per division policy, if you do not take the final exam in person and pass it, you cannot pass the class.***

GRADING EXAMPLE ONLY

Example: Assume that 1,500 points are possible. Further assume that the highest number of points earned by any student is 1,000. This means that the person with 1,000 points is at the top of the A range and gets an A regardless of the total number of *possible* points. Those with 999 to 900 points receive an A also. Those with 899 to 800 points receive a B. Those with 799 to 700 points receive a C. Those with 699 to 600 points receive a D. Those with below 600 points receive an F.

Computer Lab

If you do not have access to a computer, you may use the computer lab (Room 511) available to students in this class. The lab will be closed in observance of holidays when the school is closed. Computers are also available in the library.

511 Lab (Room 511)	
Monday-Thursday	6:30 a.m. to 10 p.m.
Friday	6:30 a.m. to 5:00 p.m.
Saturday and Sunday	Closed

Telephone number for 511 lab: 714-992-7000, extension 24297

Late Homework and Test Make up Policy

Assignments that are submitted on time and are correct will receive credit. **No late Assignments are accepted. No excuses.** It is in your best interest to start the assignments early enough that you are finished a day or two before the due date. If you do not, you take the risk of getting “stuck” when it is too late to get any help.

Any make-up exam you endeavor to take is (1) comprehensive, (2) much, much more difficult than the regular exam and (3) will be given in a different format. Please keep in mind that, per division policy, if you fail the final, you fail the class. Give this some thought.

THESE ARE IMPORTANT DATES YOU NEED TO **POST TO YOUR CALENDAR.**

Midterm Exam Periods* (Covers Modules 1 through 4)

Friday	October 18	2:00 p.m. – 4:00 p.m.	Room 511
Friday	October 18	6:00 p.m. – 8:00 p.m.	Room 511
Saturday	October 19	10:00 a.m. – noon	Room 511

Final Exam Periods* (Covers Modules 5 through 8)

Friday	December 13	2:00 to 4:00 p.m.	Room 511
Friday	December 13	6:00 to 8:00 p.m.	Room 511
Saturday	December 14	1:00 p.m. to 3:00 p.m.	Room 511

*Bring picture ID with you to the exams.

Assignments Schedule

PowerPoint 2016—Fall Semester, 2019

Module 1—Creating and Editing Presentations with Pictures
(Remember that chapters are called modules.)

You must successfully complete the syllabus quiz with 90% accuracy by midnight, Friday, September 6 or you will be dropped as a no-show. You can find the quiz on Canvas. You may retake it as many times as needed.

Homework

- PowerPoint Module 1 SAM Textbook Project
- PowerPoint Module 1 SAM Training
- PowerPoint Module 1 SAM End of Module Project 1
- PowerPoint Module 1 SAM End of Module Project 2
- PowerPoint Module 1 SAM Project A
- PowerPoint Module 1 SAM Project B
- Class Discussion
- Visit the professor's web site and examine the resources there.
- **Take and pass the syllabus quiz with 90% accuracy**

You can substitute a similar clip art, picture, or sound if you cannot find the one requested in the book. This applies throughout this course.

Due Date: **Midnight, Sunday, September 8 for all except the syllabus quiz**

REMEMBER—

You can get your directions for submitting your assignments via Canvas and participating in the class discussions from the professor's website. Her website address is: <http://staffwww.fullcoll.edu/jtroop>

Module 2—Enhancing Presentations with Shapes and SmartArt

Assignments: **Homework**

- PowerPoint Module 2 SAM Textbook Project
- PowerPoint Module 2 SAM Training
- PowerPoint Module 2 SAM End of Module Project 1
- PowerPoint Module 2 SAM End of Module Project 2
- PowerPoint Module 2 SAM Project A
- PowerPoint Module 2 SAM Project B
- Class Discussion

Due Date: **Midnight, Sunday, September 22**

Module 3—Inserting WordArt, Charts, and Tables

Assignments: **Homework**

- PowerPoint Module 3 SAM Textbook Project
- PowerPoint Module 3 SAM Training
- PowerPoint Module 3 SAM End of Module Project 1
- PowerPoint Module 3 SAM End of Module Project 2
- PowerPoint Module 3 SAM Project A
- PowerPoint Module 3 SAM Project B
- Class Discussion

Due Date: **Midnight, Sunday, October 6**

Module 4—Customizing Slide Masters and Presentations

Assignments: **Homework**

- PowerPoint Module 4 SAM Textbook Project
- PowerPoint Module 4 SAM Training
- PowerPoint Module 4 SAM End of Module Project 1
- PowerPoint Module 4 SAM Project A
- PowerPoint Module 4 SAM Project B
- Class Discussion

Due Date: **Midnight, Thursday, October 17**—this is a little earlier than the due dates to which you are accustomed.

Midterm Examination

The midterm will cover chapters 1-4. It will be held on campus the following times and days. Choose one that is convenient for you. Please bring a photo identification with you. DO NOT MISS THE EXAM. THE MAKE UP IS MUCH, MUCH MORE DIFFICULT.

Friday	October 18	2:00 p.m. – 4:00 p.m.	Room 511
Friday	October 18	6:00 p.m. – 8:00 p.m.	Room 511
Saturday	October 19	10:00 a.m. – noon	Room 511

Module 5—Collaborating and Adding Animations

Assignments:

- PowerPoint Module 5 SAM Textbook Project
- PowerPoint Module 5 SAM Training
- PowerPoint Module 5 SAM End of Module Project 1
- PowerPoint Module 5 SAM Project A
- PowerPoint Module 5 SAM Project B
- Class Discussion

Due Date: **Midnight, Sunday, October 27**

Module 6—Formatting Tables and Charts

Assignments

- PowerPoint Module 6 SAM Textbook Project
- PowerPoint Module 6 SAM Training
- PowerPoint Module 6 SAM End of Module Project 1
- PowerPoint Module 6 SAM Project A
- PowerPoint Module 6 SAM Project B
- Class Discussion

Due Date: **Midnight, Sunday, November 10**

Module 7—Adding Media and Enhancing SmartArt

Assignments: SAM training: observe, practice, apply

- PowerPoint Module 7 SAM Textbook Project
- PowerPoint Module 7 SAM Training
- PowerPoint Module 7 SAM End of Module Project 1
- PowerPoint Module 7 SAM Project A
- PowerPoint Module 7 SAM Project B
- Class Discussion

Due Date: **Midnight, Sunday, November 24**

Module 8—Creating Photo Albums and Delivering Presentations

Assignments

- PowerPoint Module 8 SAM Training
- PowerPoint Module 8 SAM Project A
- Class Discussion
- Study for Final Exam

Due Date: **Midnight, Sunday, December 8**

Final Examinations

The final exam will be held on campus in Room 511. You may attend one of three sessions: They will be held as follows:

Friday	December 13	2:00 to 4:00 p.m.	Room 511
Friday	December 13	6:00 to 8:00 p.m.	Room 511
Saturday	December 14	1 p.m. to 3:00 p.m.	Room 511

If the testing rooms must be changed due to the needs of other classes, a sign will be posted on the classroom door directing students to the correct room. The final exam will cover Modules 5-8. The test will be taken on the computer. Bring a picture ID.

Per division policy, you must take and pass the final exam in order to pass the class. Be sure to put the date of your final on your calendar. If you can't make these dates, know that the make-up exam is much, much more difficult and in a different format. It is also cumulative.

Fullerton College
Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:

- A. stealing or passing off as one's own the ideas or words of another,
- B. using a creative production without crediting the source. The following cases constitute plagiarism:
 - * paraphrasing published material without acknowledging the source,
 - * making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
 - * writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
 - * submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:

- using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
- misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

- Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an F on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an F in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).
- Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.



Fullerton College Instructional Computing Acceptable Use Policy

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Playing games.
6. Using the network for financial gain, commercial, or illegal activity.
7. Using the network to access material or make individual contacts or communications that are without educational value in the context of the mission of the college.

The network management accepts no responsibility for harm caused by system use.

Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.

If you will be using the computer labs in rooms 511 and 2200 to do your assignments, make sure your login and password work.



HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL? (Taken from the Class Schedule)

PERSONAL FREEDOM IN HIGH SCHOOL

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principles: You will usually be told what your responsibilities are and are corrected if your behavior is out of line.

HIGH SCHOOL CLASSES

- You spend six hours each day— 30 hours per week— in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

HIGH SCHOOL TEACHERS

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

PERSONAL FREEDOM IN COLLEGE

- You manage your own time
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You are old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

COLLEGE CLASSES

- You spend 12— 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities
- You arrange your own schedule in consultation with a counselor during orientation (new FC students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes for different years. You are expected to know which requirements apply to you.

COLLEGE PROFESSORS

- Professors are usually open and helpful; most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you're studying. They may expect you to relate to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

STUDYING IN HIGH SCHOOL

- You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation. You often need to read or hear presentations only once to learn all you need to learn about them.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

TESTS IN HIGH SCHOOL

- Makeup tests are often available.
- Teachers frequently rearrange test dates to avoid conflicts with school events.
- Testing is frequent and covers small amounts of material.
- Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.

GRADES IN HIGH SCHOOL

- Grades are given for most assigned work.
- Initial test grades, especially when they are low, may not have an adverse effect on your overall grade.
- Guiding principle: “effort counts.” Courses are usually structured to reward a “good-faith effort.”

STUDYING IN COLLEGE

- You need to study at least 2-3 hours outside of class for each hour in class.
- You need to review class notes and text regularly.
- Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so.

TESTS IN COLLEGE

- Make-up tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Testing is usually infrequent, often cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test.
- Mastery is often seen as the ability to apply what you learned to new situations or to solve new kinds of problems.

GRADES IN COLLEGE

- Grades may not be provided for all assigned work.
- Watch out for your first tests. These are often “wake-up calls” to let you know what is expected— but they also may account for a substantial part of the course grade. You may be shocked when you get your grade.
- Guiding principle: “results count.” Though “good-faith effort” is important in regard to the professor’s willingness to help you achieve good results, it will not substitute for results when the professor is giving you a grade.

Possible Points Available for Assignments and Tests

	Pts	Due
PowerPoint Module 1: Creating and Editing Presentations with Pictures		
• PowerPoint Module 1 SAM Textbook Project	10	9/8
• PowerPoint Module 1 SAM Training.....	10	9/8
• PowerPoint Module 1 SAM End of Module Project 1.....	10	9/8
• PowerPoint Module 1 SAM End of Module Project 2.....	10	9/8
• PowerPoint Module 1 SAM Project A	10	9/8
• PowerPoint Module 1 SAM Project B	10	9/8
• Class Discussion.....	10	9/8
PowerPoint Module 2: Enhancing Presentations with Shapes and SmartArt		
• PowerPoint Module 2 SAM Textbook Project	10	9/22
• PowerPoint Module 2 SAM Training.....	10	9/22
• PowerPoint Module 2 SAM End of Module Project 1.....	10	9/22
• PowerPoint Module 2 SAM End of Module Project 2.....	10	9/22
• PowerPoint Module 2 SAM Project A	10	9/22
• PowerPoint Module 2 SAM Project B	10	9/22
• Class Discussion.....	10	9/22
PowerPoint Module 3: Inserting WordArt, Charts, and Tables		
• PowerPoint Module 3 SAM Textbook Project	10	10/6
• PowerPoint Module 3 SAM Training.....	10	10/6
• PowerPoint Module 3 SAM End of Module Project 1.....	10	10/6
• PowerPoint Module 3 SAM End of Module Project 2.....	10	10/6
• PowerPoint Module 3 SAM Project A	10	10/6
• PowerPoint Module 3 SAM Project B	10	10/6
• Class Discussion.....	10	10/6
PowerPoint Module 4: Customizing Slide Masters and Presentations		
• PowerPoint Module 4 SAM Textbook Project	10	10/17
• PowerPoint Module 4 SAM Training.....	10	10/17
• PowerPoint Module 4 SAM End of Module Project 1.....	10	10/17
• PowerPoint Module 4 SAM Project A	10	10/17
• PowerPoint Module 4 SAM Project B	10	10/17
• Class Discussion.....	10	10/17

PowerPoint Module 5: Collaborating and Adding Animation

• PowerPoint Module 5 SAM Textbook Project	10	10/27
• PowerPoint Module 5 SAM Training.....	10	10/27
• PowerPoint Module 5 SAM End of Module Project 1.....	10	10/27
• PowerPoint Module 5 SAM Project A	10	10/27
• PowerPoint Module 5 SAM Project B	10	10/27
• Class Discussion.....	10	10/27

PowerPoint Module 6: Formatting Tables and Charts

• PowerPoint Module 6 SAM Textbook Project	10	11/10
• PowerPoint Module 6 SAM Training.....	10	11/10
• PowerPoint Module 6 SAM End of Module Project 1.....	10	11/10
• PowerPoint Module 6 SAM Project A	10	11/10
• PowerPoint Module 6 SAM Project B	10	11/10
• Class Discussion.....	10	11/10

PowerPoint Module 7: Adding Media and Enhancing SmartArt

• PowerPoint Module 7 SAM Textbook Project	10	11/24
• PowerPoint Module 7 SAM Training.....	10	11/24
• PowerPoint Module 7 SAM End of Module Project 1.....	10	11/24
• PowerPoint Module 7 SAM Project A	10	11/24
• PowerPoint Module 7 SAM Project B	10	11/24
• Class Discussion.....	10	11/24

PowerPoint Module 8: Creating Photo Albums and Delivering Presentations

• PowerPoint Module 8 SAM Training.....	10	12/8
• PowerPoint Module 8 SAM Project A	10	12/8
• Class Discussion.....	10	12/8

All Points Available

• Midterm	250
• Final*	250
• Syllabus Quiz**	10
• Total Assignment Points	<u>480</u>
• Grand Total	<u>990</u>

*Online Students must pass the final in order to get a passing grade in the course.

**Student must earn at least 90% on the syllabus quiz to avoid being dropped as a no show.