



**COMPUTER INFORMATION SYSTEMS
COURSE SYLLABUS**

**CIS-224 ADVANCED MICROSOFT POWERPOINT 2007
Spring Quarter 2010-04 – Course Reference Number (CRN) 70804**

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Office Hours8:00 – 10:00 Weekdays; Online Daily
Course Name/ Number.....Advanced Microsoft PowerPoint / CIS 224
Program of StudyComputer Information Systems
Credit hours3 **Class hours:** 20* **Lab hours:** 30*

***This course may be fully presented utilizing online instruction; therefore, all contact hours are Lab Hours.**

MISSION

Albany Technical College, a public postsecondary institution of the Technical College System of Georgia, provides technical education and training support for evolving workforce development needs of Southwest Georgia. To accomplish this mission, the college utilizes traditional, online and distance learning methods. The following purposes of Albany Tech are based on the concept that education benefits individuals, businesses, and the community:

- To provide quality competency-based associate degree, diploma, and technical certificates of credit programs that prepare students for employment in business, technical sciences, allied health, personal services, and industrial careers.
- To provide basic adult education and development programs to help adults improve life skills and prepare for continued education and training.
- To contribute to the technological advancement of area businesses and industry through education and training.
- To offer comprehensive continuing education courses and programs for the advancement of skills, knowledge, and personal growth.

COURSE PURPOSE/OBJECTIVES

As a student in this course, you will learn PowerPoint 2007 in conjunction with another application or computer concepts. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this course are:

- To offer an in-depth presentation of Microsoft Office PowerPoint 2007
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create workbooks and worksheets suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of PowerPoint 2007 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

TEXTBOOK, SOFTWARE, AND SUPPLIES

Text: *Microsoft Office PowerPoint 2007: Complete Concepts and Techniques* ISBN: 1-4188-4347-4
Online Companion: www.scsite.com/off2007
Software: Microsoft Windows XP; Microsoft Office 2007; Internet Explorer 7. Instructor will provide information on how to use these packages. Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.
You must have access to the internet.
Supplies
 Portable storage device (jump drive, floppy disk, or other storage)

COURSE DESCRIPTION

Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition.

COMPETENCY
CREATING A PRESENTATION
Create a specified type of slide.
Create a presentation from a template and/or a Wizard.
Navigate among different views (slide, outline, sorter, tri-pane).
Create a new presentation from existing slides.
Copy a slide from one presentation into another.
Insert headers and footers.
Create a Blank presentation.
Create a presentation using the AutoContent Wizard.
Send a presentation via e-mail.
MODIFYING A PRESENTATION
Change the order of slides using Slide Sorter view.
Find and replace text.
Change the layout for one or more slides.
Modify the Slide Master.
Modify slide sequence in the outline pane.
Apply a design template.
WORKING WITH TEXT
Check spelling.
Change and replace text fonts (individual slide and entire presentation).
Enter text in tri-pane view.
Import Text from Word.
Change the text alignment.
Create a text box for entering text.
Use the Wrap text in TextBox feature.
Use the Office Clipboard.
Use the Format Painter.
Promote and Demote text in slides & outline panes.
WORKING WITH VISUAL ELEMENTS
Add a picture from the ClipArt Gallery.
Add and group shapes using WordArt or the Drawing.
Toolbar.
Apply formatting.
Add text to a graphic object using a text box.
Scale and size an object including ClipArt.
Create tables within PowerPoint.
Rotate and fill an object.
CUSTOMIZING A PRESENTATION
Add AutoNumber bullets.
Add speaker notes.
Add graphical bullets.
Add slide transitions.
Animate text and objects.
CREATING OUTPUT
Preview presentation in black and white.
Print slides in a variety of formats.
Print audience handouts.
Print speaker notes in a specified format.

COMPETENCY
DELIVERING A PRESENTATION
Start a slide show on any slide.
Use on screen navigation tools.
Print a slide as an overhead transparency.
Use the pen during a presentation.
MANAGING FILES
Save changes to a presentation.
Save as a new presentation.
Publish a presentation to the Web.
Use Office Assistant.
Insert hyperlink.

POLICIES AND PROCEDURES

Method of Instructional Delivery

This is a course is an online course presented on the ANGEL platform, accessible online at <http://gvtc.angellearning.com>. As a student, you should access ANGEL regularly for updates or other activities required by this course.

Please read the applicable definition of this course type below.

Online courses are taught using the Internet, with the bulk of the course content, activities and interactions occurring online. Internet-based content will include the Syllabus, assignment schedule, instructor contact information, textbook and required reading information, and Internet-based supplemental content or research links. Internet-based activities may include, but are not limited to, interactive discussions, testing, and research assignments. Generally, students are required to submit assignments or tests electronically via an e-mail account. Online courses may require an on-site component, which will be described in the course syllabus and assignment schedule.

Internet: All material will be distributed on the Internet. Class notes, instructional material, and student assignments will be posted on 'the net' in a class website. Students are encouraged to go to the website <http://course.com/catalog/product.cfm?isbn=978-1-4239-0589-9> in order to obtain file downloads and view other items of interest throughout the quarter.

ATTENDANCE

1. **Refer to the Albany Technical College Catalog for further information regarding the “Withdraw” Policy.**
2. Students enrolled in on-line courses are expected to access their course’s Internet-based website regularly to check for announcements, additional coursework or assignments, and other important information. Assignments are to be submitted in accordance with the Course Calendar and/or Learning/Assignment Schedule.. If the student fails to submit an assignment when due or misses an exam a grade of zero may be issued for the assignment or exam. Your attendance is measured by submitting your assignments by the due date. In addition, students are required to respond to e-mail inquiries initiated by the instructor within 48 hours of receipt of such e-mail. Failure to comply with these requirements may result in the student being administratively withdrawn from the course. The student is encouraged to refer to the Albany Technical College Catalog for further information regarding the “Withdraw” Policy.
3. The student should check the on-line course calendar for the last day to withdraw without a penalty.
4. **If a student wishes to withdraw from this course, a request must be sent by email to the instructor.**
5. **Students who are not current with course work as of the last day of week 5 will be administratively withdrawn from the course by the instructor. The completion of WORK ETHICS discussions alone does not constitute being current in the course.**

EVALUATION

The following grading scale will be utilized in the determination of the student’s course grade.

Percentage of Points Earned	Corresponding Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

The student’s knowledge of the material presented in this course will be evaluated based on the satisfactory completion of all assigned work. The student will also be examined on their knowledge of the objectives outlined in each Lesson, as presented in the Projected Learning Schedule. Interim Examinations may require the completion of written or on-line objective examinations, as well as completion of performance-based assessment instruments. Additional evaluation instruments may be presented to the student at the discretion of the instructor. These evaluations may or may not become a part of the student’s final grade. A Final Examination will be administered online.

ACADEMIC DISHONESTY

If a student is found to have cheated on any coursework, which may include related to a project, which includes the Lab(s) and/or assessments, and then all work submitted for that project may be considered to have been produced through cheating. The student may receive a zero for any work produced through cheating.

CALCULATION OF FINAL GRADE

Assignment	% of Grade
Chapter Assignments	40%
Lab Assignments	40%
Final Exam.....	20%
Work Ethics	complete / incomplete

REMEDIATION/ENRICHMENT

Computer labs are available for students’ use during the day and on some evenings. If you need tutoring in this course, please contact your instructor as soon as you feel you would benefit from tutoring. **Tutoring is a free service provided by the college.** If you need additional help from the instructor, please feel free to ask. Your ability to learn and apply the material provided in this course is our number one priority. We want you to be successful. Please do not be afraid to ask for help, and please take advantage of the resources available to you.

CIS Students are invited to use the lab in H-8216 daily from 10:00 a.m. to 2:00 p.m.

QUALITY OF STUDENT WORK

Use of proper grammar, correct spelling, and writing principles are expected in all work. Full credit may not be granted for work that contains grammar or spelling errors. Please use full sentences, punctuation and capitalization in all communication.

WORK ETHICS

A portion of the curriculum of all courses is devoted to the development of positive work ethics among students. The program is designed to encourage good work habits in the areas of quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills, and initiative.

Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds Expectations	3 points
Meets Expectations	2 points
Needs Improvement	1 point
Unacceptable	0 points

REFERENCES

One of our primary online resource services is GALILEO (Georgia Library LEarning Online) at the web link <http://www.galileo.peachnet.edu>. A World Wide Web-based virtual library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. More information about GALILEO can be found on the GALILEO website. Tutorial services and brochures on

Searching in Galileo and the Internet are available at the ATC Library/Media Center. Online tutorial sessions are also available at the GALILEO website.

You can access the library local holding by visiting the library website from the Albany Technical College Main webpage, <http://www.albanytech.edu>. Just click on the library tab and select catalog. You can also visit the library to access the Albany Technical College Library Catalog to looking at the books, videos, etc. the library and by checking out books for use outside the library. You can find help by using the GIL Library Learning Center unit, <http://www.usg.edu/galileo/skills/unit06/index.shtml> or through the GIL Help screens at the same website. Many people choose to do research using the computers in the library to search through the GALILEO Databases and the Internet. For help on using the GALILEO Databases see Resources for GALILEO Users at <http://www.usg.edu/galileo/users.shtml> especially the unit on GALILEO from Online Library Learning Center at <http://www.usg.edu/galileo/skills/>.

Library patrons are welcome to use the Library computers for research and to print or save text files of the research as long as they follow Albany Technical College Library/Media Center Computer and Network Use Policy. Printing from copy machines is 10 cents per page. Word-processing and other academically related computer applications can be done in can be performed.

TECHNICAL EDUCATION GUARANTEE (WARRANTY STATEMENT)

The Technical College System of Georgia (TCSG) has developed curricula standards with direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia's 33 technical colleges to offer their business partners this guarantee:

"If one of our graduates, who was educated under a standard program and his or her employer, agree that the employee is deficient in one or more competencies as defined in the standards, Albany Technical College will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to all graduates of ATC who are employed in the field of their training. It is in effect for a period of two years after graduation.

SPECIAL NEEDS STATEMENT

Albany Technical College is interested in assisting students with learning, physical, emotional, and mental impairments. To facilitate the transition of students with impairments, Albany Tech provides a variety of services. Students requiring special classroom accommodations due to a documented disability should discuss this with the instructor or special needs coordinator at the beginning of the quarter. Students must present documentation of the disability to receive accommodations from special services. The telephone number is (229) 430-2854.

Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Contact Regina Watts, Special Needs Coordinator, ATC 1704 S. Slappey Blvd., Albany, GA 31701. (229) 430-2854.

CIS 224 - ASSIGNMENTS AND LAB EXERCISES FOR SPRING QUARTER

Week	Chapter Name	Due Date	Assignments to Complete	Points
1	CHAPTER 1: Creating and Editing a Presentation		Chapter work: Cabo Package In the Lab 1: Credit Chapter 1 Test WORK ETHICS: Appearance	16 6 100 3
2	CHAPTER 2: Creating a Presentation with Illustrations and Shapes	April 12, 2010 by 8:00 a.m.	Chapter Work: Identity Theft In the Lab 1: Ear Chapter 2 Test WORK ETHICS: Attendance	15 27 100 3
3	WEB FEATURE: Creating Web Pages using PowerPoint	April 19, 2010 by 8:00 a.m.	Web Feature Test WORK ETHICS: Attitude	100 3
4	CHAPTER 3: Creating a Presentation with Custom Backgrounds and SmartArt Diagrams	April 27, 2010 by 8:00 a.m.	Chapter Work: Science In the lab 1: Dog Chapter 3 Test WORK ETHICS: Character	16 8 100 3
5	CHAPTER 4: Working with Information Graphics	May 3, 2010 by 8:00 a.m.	Chapter Work: Nutrition In the Lab 1: United States Chapter 4 Test WORK ETHICS: Cooperation	12 6 100 3
6	COLLABORATION FEATURE: Collaborating on and Delivering Presentations	May 10, 2010 by 8:00 a.m.	Chapter Work: Recreational Biking In the Lab 2: Antibiotics Revised Collaboration Feature Test WORK ETHICS: Cooperation	10 5 100 3
7	CHAPTER 5: Reusing a Presentation with Multimedia	May 17, 2010 by 8:00 a.m.	Chapter Work: Energy Efficient In the Lab 1: Recycling Chapter 5 Test WORK ETHICS: Organization	12 8 100 3
8	CHAPTER 6: Creating a Self-Running Presentation Containing Animated Shapes	May 25, 2010 by 8:00 a.m.	Chapter Work: Feng Shui In the Lab 1: Revised Maslow Chapter 6 Test Work Ethics: Productivity	13 5 100 3
9	ONLINE FEATURE: Importing Files from the Microsoft Office Online Web Site	May 31, 2010 by 8:00 a.m.	Chapter Work (do not do VBA) In the Lab 1: Pruning Picture Online Feature Test WORK ETHICS: Respect; Teamwork	16 6 100 3;3
10	Final Exam	June 8, 2010 by 8:00 a.m.		100