AMERICAN RIVER COLLEGE

Business & Computer Science
CISA 340 ~ Presentation Graphics
Course Code: 11636
Spring 2017, 2nd 8 Weeks
March 14, 2017 - May 11, 2017

INSTRUCTOR:	**Janet Brecher**
EMAIL:	brechej@arc.losrios.edu
PHONE:	(916) 484.8738
OFFICE HOURS: LOCATION: LIBERAL ARTS 133 #8	Monday 8-9 am Tuesday 11-12 Wednesday 8-9 am Thursday 8-9 am online Friday 8-9 am online
COURSE WEB SITE:	Desire2Learn: https://d2l.losrios.edu/ SNAP: https://paradigmpublishing.instructure.com/login/canvas
ORIENTATION:	**Mandatory** - Opens 3/9 - Due 3/14 Tuesday at 11:59 p.m. in D2L
REQUIRED TEXTBOOK AND SOFTWARE:	**BENCHMARK POWERPOINT 2016 W/SNAP – this is the hard copy** EMCP – Rutkosky ~ Roggenkamp ~ Rutkosky 2016 – ISBN - 9780763872441 **BENCHMARK POWERPOINT 2016 W/SNAP – this is the e-book** EMCP – Rutkosky ~ Roggenkamp ~ Rutkosky 2016 – ISBN 9780763873202 If you have recently used SNAP (2016) you can just purchase the textbook. PowerPoint 2016 or Office 365 – see D2L for additional information
OPTIONAL	USB Flash Drive
PREREQUISITE:	None. *Advisory:* CISC 300 or CISC 100 (Beginning Computing) and the ability to touch type
UNITS:	2

COURSE DESCRIPTION
This course covers an in-depth look at using presentation software in business environments. Topics include elements of good presentation design, slide show techniques, integrating and linking of various software applications and media, animation effects, and the production of presentations using a variety of hardware.

STUDENT LEARNING OUTCOMES
Upon completion of the course, the student will be able to:

- ✓ demonstrate effective design principles and concepts when preparing presentations
- ✓ apply audience analysis techniques to establish criteria for the presentation approach
- ✓ evaluate visual presentations by utilizing standard guidelines, tools and techniques used in today's business world
- ✓ integrate graphics, word processing and spreadsheet information, and sound in the development of a presentation
- ✓ create visual appeal through custom animation, transitions, and motion paths
- ✓ create hyperlinks, and also embed and link objects and files
- ✓ create and edit tables, charts, diagrams, templates, and custom photo album
- ✓ presentations plan and publish presentations for the Web

COURSE DETAILS

Accommodations: Students who may need an academic accommodation based on the impact of a disability and who require instructional, curricular, or test accommodations are responsible for making such needs known to the instructor as early as possible. Every possible effort will be made to accommodate students in a timely and confidential manner. Individuals who request accommodations must be registered with the Office of Disabled Students Programs and Services, which authorizes accommodations for students with disabilities.

Contact the office by phone: 916.484.8382, email: peterst@arc.losrios.edu, or video phone: 916.484.8798, on Monday, Thursday, or Friday between 8 a.m. and 5 p.m. or on Tuesday and Wednesday during the extended hours between 8 a.m. and 7 p.m.

Presentation: This class is completely online. We will use D2L for communication, the official gradebook, for submitting some of the required homework, and handouts on the components of this course. We will use SNAP for the video tutorials & the skills check.

Tutoring and Assistance: Computer applications tutoring and assistance is available to Business & Computer Science students on a first-come, first-served basis in the Learning Resource Center. You can also request to have individual tutoring, if available. Go to their web page for further information:
http://www.arc.losrios.edu/Support_Services/Tutorial_Center/Tutor_Availability.htm.

WRITING ACROSS THE CURRICULUM (WAC) AND READING ACROSS THE DISCIPLINES (RAD):
Students in this class should consider registering for the **Writing Across the Curriculum (WAC)** and **Reading Across the Disciplines (RAD)** programs located in the Learning Resource Centers on both the main campus and at the Natomas Center. The half-unit WAC and RAD classes give you one-on-one or small group time with English and Reading instructors who will help you keep up with the demands of your college reading and writing assignments. Both WAC and RAD have a proven track record of helping students be more successful in all their classes.

Studying/Assignment Schedule: Please follow the schedule stated below and have the appropriate chapters read prior to starting the homework. **It is essential that the chapter reading includes working through the chapter.**

ABOUT ASSIGNMENTS

In order to do your homework it's expected by the first day of class all students will have a reliable Internet connection, access to a computer that has PowerPoint 2016 software, the textbook, and the SNAP code (free with the purchase of the class textbook(new) at the ARC bookstore). **If you are unable to purchase your book for the first few days but want to get started I have a limited amount of e-book codes to share. This access is only for a few weeks and you can NOT complete the course using this "free" e-book code. Same with access to SNAP - I have a limited amount of codes to share that are only good for a few weeks and will NOT get you through the class, which is EIGHT weeks. Please contact the instructor for the codes.** No excuses about not getting started immediately!

The best deal for the textbook & SNAP code (bundle), last I checked was at the ARC bookstore.

All work submitted for this class must be created during the timeframe of this class. Anything with a date outside of this class timeframe will receive a zero.

A typical week in this class requires one chapter of work to be covered. A face-to-face class in PowerPoint would meet two days a week for 3 hours of lecture and 3 hours of lab. The college guide is, each hour of lecture there is 2 hours of homework so an additional 3 hours per week would be required outside the class meetings.

ABOUT the ASSIGNMENTS:

- Each week you will have work due from SNAP (using the SNAP player -- shortcut should be on your desktop) & the textbook/workbook & a post to the Discussion Board using D2L..
- A Schedule of Chapters & Homework can be found at the end of this document. More detailed information will be found in D2L in the Content - Chapter Homework. YOU MUST READ THIS EACH WEEK for detailed information on SNAP & Textbook/workbook assignments.
- SNAP will have scheduled, on a weekly basis, materials available with the appropriate due date. Please follow the schedule provided in SNAP & D2L (Syllabus). Work is made available for one week.
- All assignments will be available in SNAP (unless other directions are provided) on Wednesday at 6 a.m. and will close the following Tuesday at 11:59 p.m.
- SNAP is free with the purchase of a NEW course textbook at the ARC bookstore. Make sure you pick the book that has the SNAP code as part of the bundle.
- The data files required for the Chapter Skills Assessment (required homework found in the workbook) may be found at the e-book, which you have access to or can be found in D2L – Content Area - Chapter Homework & Review PLUS Additional Instructions
- You will have THREE attempts for completing the tutorials – called "Training" in SNAP. There are TWO pieces -- Guided & Practice and you have 3 attempts to complete the "practice" part (during the timeframe for the chapters). Please check in D2L – Content Area for

total due each week. There are 2 modules for each chapter so do not overlook all the training.

- You will have three attempts on the Skills Check (you must use the SNAP player for this and have PowerPoint 2016).
- You will have one attempt on the Chapter Skills Assessment which is activity based and found in the workbook and placed in D2L dropbox by the posted due date.
- You will only have one attempt for the final project. This will be discussed in more detail towards the end of the course.
- You will have seven days to complete all assigned activities for the week.
- No late work will be accepted.
- No extra points will be offered in the class so do not fall behind.
- SNAP will close 5/9/17.
- If you need ANY assistance using SNAP, you must contact SNAP - information in D2L & at http://www.snap2016help.com/

It is expected that for the duration of the class all students will have the mentioned components and if for some reason one of these components fails you will make the necessary arrangements to stay on task. Contacting the Instructor asking to make up the first few class assignments due to lack of the required materials will not be granted. Please keep in mind that Lab 152 & the Learning Resource Center have the software (PowerPoint 2016) available for this course.

Prior to starting the above homework make sure to read carefully the handouts in D2L - Content Area - explaining the appropriate steps on how to compete the assigned homework.

- Carefully read the **SNAP material** in D2L. The SNAP player must be used to complete the Skills Check assignments in SNAP each week.

SNAP: Do not wait till the last minute to get started using SNAP. All students must download the SNAP player and more detailed information will be found in D2L. You can start right now becoming familiar with SNAP (see below). I have just downloaded the SNAP player on two computers and had no issues doing this. It does take a few minutes so once again do NOT wait to the last minute to do this.

  -
- http://www.snap2016help.com/
  - Taking a Lesson
  - Create a user Profile and Install the SNAP Player
  - Taking a Project or Exercise Exam ▯ Step-by-Step Guide to:
  - System Requirements Windows
  - System Requirements Mac OS X

For SNAP support please use the contact information & Student Resources inside SNAP.

Late Work: No late work will be accepted.

Special note: Always Skip the Print Command
Please keep in mind that if the textbook tells you to print – DON'T. Just save it as instructed.

GRADING

GRADING:

The final grade in this course will be based on the following components:

SNAP (closes 5/9/17)-Tutorials & Skills Check & Chapter Skills Assessment (workbook)	453
Discussion Board in D2L (1 post each week in HELP area = 8 posts)	80
Online Orientation - in D2L ~ 1 quiz	20
Final Project due by 5/10/17 Final Proposal due by 4/25/17**	170 30**
Total points - might vary by 15 points due to SNAP material not available	753

No late work accepted on these assignments.

Final grade is determined based on points earned. 100 - 90% of total point value A, 80 - 89% B, 70 - 79% C, 60 - 69% D, under 60% F

Final grade is determined based on points earned.

**** Final Project requires an approved proposal. Without this important step submitted, reviewed, and approved your final project will not be accepted.**

ACADEMIC HONESTY/INDEPENDENT WORK POLICY:
Academic honesty is expected and required. Academic dishonesty is a violation of the ARC "Student Standards of Conduct" and will not be tolerated. All work shall be done individually and sharing of files is not allowed. Students ARE encouraged to discuss skill techniques and problem solving strategies with each other. Students MAY help each other in determining the steps required in an assignment but MAY NOT share files. A student must not copy another student's work or import work from another student and turn it in as their own. If you allow another student to copy your work, you are subject to the same discipline procedures as the person who copies it. If any dishonesty occurs on an assignment or exam, a grade of zero will be assigned to the applicable parties. The matter will also be referred to the Business & Computer Science Division Dean and the Campus Discipline Officer for appropriate action.

Online Testing Privilege: Participation in online examinations is a privilege. When a student submits a lab, project, task, assignment, or exam that appears to violate the independent work policy, the instructor retains the right to revoke the online exam privilege and direct the student to the American River College Computer Science Lab 152 for on-site testing.

ATTENDANCE/PARTICIPATION POLICY:
In a traditional class, a student can be dropped from the course if his/her absences equal one more than the number of times a class meets in a week. Because this class does not meet face-to-face, but includes assignments which must be turned in weekly, I will base attendance on whether I receive assignments from a student within a two-week period. If I

do not receive assignments (or any communication, e.g., email or voice mail) during a two-week period, a student may be dropped from the class & removed from D2L. If it becomes necessary to drop the class, it is your responsibility to contact the Records Office and complete the necessary forms. A student having excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 6% of the total hours of class time." If you must drop the class for any reason, it is your responsibility to drop the class. Otherwise, you may receive an F for the class.

COMMUNICATION

Email: Everyone needs to access their Los Rios Gmail account to receive any college email.

Sign into: https://apps.losrios.edu/login.html to access it. I will be emailing throughout the semester with reminders, clarifications and updates. It is important that you read these carefully and frequently. You are responsible for all email received. In sending an email you must use proper grammar, punctuation and capitalize "I". Any email not following this will be deleted and not read. I suggest strongly on any email you send to me you cc yourself and always have a copy to refer to. In the subject line of all email sent make sure to include class name|your last name|topic (i.e. HELP). Also, it is very important to *put your name in the email*.

Response Time: I will be checking my email during the day Monday – Friday at least once a day. I try to respond to your questions within 24 hours. Grades are usually posted within one week from the due date of the assignment.

All assignments that are completed in SNAP will be automatically graded and will be available after you complete the assignment. Skills Assessment will be placed in the D2L dropbox will be graded and comments posted within one week from due date. SNAP will initially grade your material, this will be then reviewed and grades will be posted when SNAP closes and points will be posted in D2L.

Discussion Board: The HELP discussion board is (start here first to get help) where you get HELP and give HELP! The HELP discussion board will be monitored by the Instructional Assistant and the Instructor. If after 24 hours you do not get help you may then contact me via email. These weekly discussion sessions are for students to post general questions and respond to classmates. Please limit discussion to the weekly topics. Hope this is helpful! If you KNOW the answer to a posted question do not hesitate to post a response as this will help speed the process. This is a required element of the class.

ALL WORK SUBMITTED MUST BE CREATED DURING THE TIMEFRAME FOR THIS CLASS.
No late work will be accepted.
No extra points will be offered in the class so do not fall behind.

**The instructor reserves the right to make changes to the schedule at any time and will notify the students of any changes via email using the Los Rios system and D2L News. It is your responsibility to check your email frequently. Remember you can have your school email forwarded to another email address of your choosing.

SCHEDULE OF ASSIGNMENTS & EXAMS -Chapter Overview and details can be found in D2L in the Content Area. **You must look there each week.**

Chapter Reading	Homework - SNAP & D2L closes at 11:59 p.m.	Point Value	Due Date
Online Orientation	Mandatory Online Orientation in D2L ~ ALL students must take this quiz to remain in the class by the due date specified or you will be drop from the course	20	3/14 Tuesday at 11:59 p.m.
Read – Getting Started & Chapter 1	Complete instructions can be found in D2L – Content Area	76	3/21
Read Chapter 2	Complete instructions can be found in D2L – Content Area	64	3/28
Read Chapter 3	Complete instructions can be found in D2L - Content Area	70	4/4
<td colspan="4"><center># Spring Break 4/10 - 4/16 campus closed</center></td>
Read Chapter 4	Complete instructions can be found in D2L – Content Area	62	4/18
Read Chapter 5 Final Project Proposal**	Complete instructions can be found in D2L - Content Area	64 30	4/25
Read Chapter 6	Complete instructions can be found in D2L – Content Area	58	5/2

Chapter Reading	Homework - SNAP & D2L closes at 11:59 p.m.	Point Value	Due Date
Read Chapter 7 SNAP closes	Complete instructions can be found in D2L – Content Area	59	5/9
Final Project – you must have an approved final project proposal prior to submitting this work **The final project will be on all of the above chapters covered.**	Complete instructions can be found in D2L - Content	170	Due 5/10
No late work can be accepted on the assignments above. This includes the final project.			

   PLEASE only submit the work requested. There is NO extra credit for this class. It is very important you do not fall behind.

   ALL WORK SUBMITTED MUST BE CREATED DURING THE TIMEFRAME FOR THIS CLASS.