

COMPUTER INFORMATION SYSTEMS 1240
Presentation Graphics: Windows Based

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introduction to the design and use of presentation graphics for microcomputers in a Windows-based environment. Includes basics of visual design, numeric charts, text charts, diagrams, organization charts, screenshow presentations, and other advanced topics. Prerequisite: CIS 1110 or CIS 1130 or CIS 1150. (2 credit hours)

This course uses PowerPoint 2007. If you are working with an earlier version of this software, you should register for the PowerPoint 2003 section of this course. Under no circumstances should you try to complete this course using a version other than Microsoft PowerPoint 2007.

COURSE MATERIALS

PowerPoint 2007 Comprehensive

Authors: Shelley Gaskin and Diane Marie Roselli-Tschudy, Prentice Hall
ISBN-10: 0-13-232767-8 or ISBN-13: 978-0-13-232767-1

(The two ISBN numbers are for the same book. The publisher is in the process of converting textbooks from 10 to 13 digit ISBN's.)

The bookstore is ordering the text with the CD included. You may purchase the text without a CD and download the student data files from www.prenhall.com/go

COURSE OUTLINE/EVALUATION

Unit	Assignment (P = Project)	Point Value
1	P 1G	5
	P 1I	5
2	P 2F	5
	P 2H	5
3	P 3I	10
	Midterm Project Proposal	
4	P 4I	10
	Midterm Project Due	50
	Midterm Objective Exam	50
5	P 5G	7
	P 5H	8
6	P 6G	10
	P 6I	10
7	P 7G	7
	P 7I	8
	Final Project Assigned	
8	P 8G	10
	P 8I	10
	Final Project Due	50
	Final Objective Exam	50

Your final grade will be based on the total number of points earned during the term as a percent of the total number of 310 possible points:

Two exams (50 pts. each)	100 points
Assignments (see above for breakdown of points)	210 points

GRADING

Grade	Score
A	310-279
B	278-248
C	247-217
D	216-186
F	<186

SATISFACTORY/FAIL OPTION

The instructor retains the prerogative to determine whether the “Satisfactory/Fail” option is applicable to the course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.