COMPUTER INFORMATION SYSTEMS 1240
Presentation Graphics: Windows Based
2 credit hours

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, screenshot presentations, and other advanced topics. Prerequisite: Computer Information Systems 1110 or Computer Information Systems 1130 or Computer Information Systems 1150 or consent of instructor. (2 lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

Microsoft Office System 2010
This course uses PowerPoint 2010. Under no circumstances should you try to complete this course using a version earlier than PowerPoint 2010.


COURSE EVALUATION
Your final grade will be based on the total number of points earned during the term as a percent of the total number of 364 possible points:

<table>
<thead>
<tr>
<th>Two exams (50 pts. each)</th>
<th>100 points</th>
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<tbody>
<tr>
<td>Midterm and Final Projects (50 pts. each)</td>
<td>100 points</td>
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<tr>
<td>Assignments (see above for breakdown of points)</td>
<td>164 points</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>364 points</strong></td>
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GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>364-326</td>
</tr>
<tr>
<td>B</td>
<td>325-291</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
<td>253-218</td>
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<td>F</td>
<td>&lt;218</td>
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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.