ONLINE COURSE INFORMATION SHEET

Course Number: CS2043

Course Title: Business Graphics

Course Description: Use of business and presentation graphics software as a tool is discussed and applied. Emphasis will be on the interpretation of business information and data to create various types of business charts, graphs, and presentations. Topics include the use, creation and development of computer generated visuals and presentation materials in the form of printer materials, slides and transparencies.

Instructor: Jodi Eppinette

Instructor Bio: J. Eppinette - M.Ed. Southern Arkansas University; B.S.E. Southern Arkansas University

Prerequisite: Eligible for ENGL1113 and OS1123 or ability to type 25 wpm.

Textbook Information: *Microsoft PowerPoint 2010, A Lesson Approach*, Glenco McGraw-Hill, 2011.

Learning Outcomes: Students will acquire skill in the preparation and utilization of electronic presentations and visuals through the use of Microsoft PowerPoint software. Student mastery will be at the Core level of proficiency in the following Outcomes:
1. Students will create and enhance simple presentations.
2. Students will enhance presentations with objects, tables and charts.
3. Students will enhance presentations with animation and slide transition effects.

Course Objectives:
Students will achieve scores of 70% or better on the following.

1. Students will create and enhance simple presentations.
    - Create a Presentation Using AutoContent Wizard
    - Key and Edit Text
    - Apply Design Template
    - Add Clip Art
    - Edit Slide Master
2. Students will enhance presentations with objects, tables and charts.
    - Create Objects, Tables, and Charts
    - Edit Objects, Tables and Chart Content
    - Change Table and Chart Format
3. Students will enhance presentations with animation and slide transition effects.
    - Apply Animation Effects
    - Apply Custom Animation
    - Apply Slide Transition

On-Campus Requirement: This is a hybrid course. Course requirements will be completed both in the classroom and independently through Blackboard. A complete schedule of mandatory classroom meetings will be provided at the beginning of the semester. These mandatory meetings will include an orientation meeting and two classroom meetings per unit of study. Your instructor will be available in the assigned classroom during the traditional class time for help and instruction.

Modes of Interaction: Traditional classroom demonstration and instruction. Blackboard discussion board, online assignments and assessments, e-mail.

Methods of Assessment: Chapter quizzes containing multiple choice and true/false questions are provided through Blackboard. Unit exams are administered in the classroom. They will require students will follow written instructions to create PowerPoint presentations.

Enrollment Procedures:
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations:
Prior computer skills are essential for success in an online or hybrid class. Prior to enrolling you should be able to:
- Keyboard by touch at a rate of no less than 25 wpm.
- Use an external computer storage device.
- Create folders for document storage on an external computer storage device. Organize and retrieve computer files in those folders.
- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- <u>Microsoft PowerPoint</u> – used to complete course assignments that will be submitted to your instructor
    - Can be purchased from Wal Mart or other software vendor and will need to be loaded on your computer
- <u>Microsoft Word</u> – used to complete assignments and submit to instructor
    - Can be accessed via SkyDrive inside your student email account. **FREE**
    - Can be purchased from Wal Mart or other software vendor and will need to be loaded on your computer
    - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- <u>Adobe Reader 7.0 or higher</u> – used to read files in pdf format
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- <u>Adobe Flash Player (7 or higher)</u> – used to view study activities and demonstrations in Learning Strategies course
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- <u>Macromedia Shockwave Player 8.5.1</u> – used for interactive quizzes, animations and activities
    - Cost: Free
    - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- <u>Windows Media Player</u> – used to listen play audio files
    - Cost: Free
    - Comes as part of your Windows operating system
- <u>Java</u> – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
    - Cost: Free
    - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-