

**Cosumnes River College**  
CISA 340  
**PRESENTATION GRAPHICS**  
Using Visio  
Summer 2003

**Instructor:** Buddy Spisak **Office Hours:** TBA  
**Office:** The BS153 classroom  
**Voice Mail:** (916) 568-3100 ext. 14162 or (800) 486-8156 ext. 14162  
**Email:** [spisakj@crc.losrios.edu](mailto:spisakj@crc.losrios.edu) (put "CISA 340" in the subject line)  
**Course Web page:** <http://blackboard.losrios.edu/online.htm>  
**Instructor Web page:** <http://crc.losrios.edu/~spisakj/>

**Prerequisites:** None  
**Lecture/Lab:** T/TH 5:30 – 6:45 PM  
**Accepted for Credit:** CSU  
**Class Credits:** 1 unit

**Required Textbooks:**

**Title:** Microsoft Visio 2002 Professional: Basic  
**Publishing Info:** Course Technology Incorporated, 2001  
**ISBN:** 0-619-07326-8

**Title:** Microsoft Visio 2002 Professional: Advanced  
**Publishing Info:** Course Technology Incorporated, 2001  
**ISBN:** 0-619-07329-2

**Recommended Software:**

**Title:** Microsoft Visio 2002 Professional

**Course Description:**

This course is an introduction to the use of the computer to generate graphics used in business.

**Course Objectives:**

- Exploring the Visio environment.
- Create basic diagrams and drawings.
- Use advanced features of Visio.

**Student Obligation:**

- **Attendance:** If you need to miss a class, you are responsible for the material covered. I will take attendance during class. Please realize that I cannot possibly review the entire contents of class with you in ten minutes. You should find a "buddy" who is willing to share notes with you if you have to miss lecture. ***If you miss four classes you may be dropped from the class at my discretion.***
- **Late Work:** Late work will be accepted ONLY if you have contacted me prior to class either by email or voice mail. In general, late work is due the next class meeting from the original due

date. Unexcused, late assignments will have 20% taken off. All assignments are due on the due date located in the **SCHEDULE** portion of this handout.

- **Homework:** Students are expected to do their own work. This rule does not mean that you cannot discuss assignments and problems with fellow students. In fact, working together is encouraged. However, once you have worked together, do your own work. Copying all or parts of homework assignments is expressly forbidden. Violation of this rule will result in a zero for ALL parties involved.
- **Assignments and Final Project:** There will be five homework assignments and a final project for the class. The due dates are located in the **SCHEDULE** portion of this handout. All work must be completed and turned in before or during the last class period.
- **Plagiarism Policy:** It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and Internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.
- **Cheating:** Students who cheat will receive a failing grade for the course (see CRC Regulation # 2441).
- **Email:** Every student will be required to have an email account.
- **Email etiquette:** I will not tolerate rude and demeaning comments or e-mails to anyone in this class. Please keep your comments and e-mails topic-related. If I determine that a comment or e-mail to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Blackboard:** This class utilizes a product called "Blackboard." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on Blackboard. *I hope your experience with the product is an enjoyable one, and I hope that you feel it aids your educational experience.*

**Evaluation:**

	<b>% the of Grade</b>
Attendance	5
Homework Assignments	75
Final Project	20

**Schedule:** (can change over the course of the semester)

	<b>Day:</b>		<b>Lecture Schedule:</b>	<b>Review:</b>	<b>* Due Date:</b>
Week 1	Tuesday	(6/10)	Exploring the Visio Environment	Basic Unit 1	
	Thursday	(6/12)	Drawing Tools	Basic Unit 2	
Week 2	Tuesday	(6/17)	Creating Basic Diagrams	Basic Unit 3	HW #1
	Thursday	(6/19)	Formatting Drawings	Basic Unit 4	
Week 3	Tuesday	(6/24)	Network Diagrams	Basic Unit 5	HW #2
	Thursday	(6/26)	An Introduction to Advanced Features	Basic Unit 6	
Week 4	Tuesday	(7/1)	Cross-Functional Flowcharting	Adv. Unit 1	HW #3
	Thursday	(7/3)	Creating Technical Layouts	Adv. Unit 2	
Week 5	Tuesday	(7/8)	Managing Drawings and Data	Adv. Unit 3	HW #4
	Thursday	(7/10)	Advanced Custom Shape Design	Adv. Unit 4	
Week 6	Tuesday	(7/15)	Creating Custom Templates	Adv. Unit 5	HW #5
	Thursday	(7/17)	Sharing Your Work	Adv. Unit 6	Final Project

**\* Homework and project due dates.**