

CIS 162--MS VISIO



Welcome
Class Overview

Course and Instructor Information

- Instructor: Tim Phillips
- Section: The section number varies by semester
- Meets: Online
- Email: tim.phillips@gcccd.edu
- Web: www.cuyamaca.edu/people/tim-phillips
- Phone: 619-660-4582
- Office: E-107C

Who is this guy?



- **Instructor:** Tim Phillips
- **Office:** E-107C
- **Website:** www.cuyamaca.edu/tim.phillips
- **Office Hours:**
Varies by semester--see web site or course syllabus



Who are you?

-Having taught this class many times I can tell that as a group you:

- Have a wide range of computer experience

- Are taking this class for a variety of reasons

- Are interested in learning a graphics program



Course Objectives



- Be able to:
 - Navigate through Visio
 - Use predefined shapes, lines, and connectors
 - Use custom properties
- Create:
 - Project Schedules, Organization Charts, Office Space Layouts, Building Floor Plans, Network Diagrams, Flowcharts, other diagrams
- Format output for printer and print diagrams
- Complete a response to a Request For Proposal (RFP) including all appropriate Visio diagrams

What will you be able to do by the end of the course?

- Understand and Use Microsoft Visio
 - Personal life
 - Professional life
- Create a project proposal
 - In preparation for CIS 121, 201, 202
 - In the technical world
 - In the business world



How are we going to do that?

- Online format--Canvas
- Text (optional) and Internet Research
- Online Quizzes
- Labs
- RFP Project
- Final Project



IMPORTANT! All graded material is available for a specific time period—items MUST be completed when available!

What do you need?



- Textbook (optional) A copy of the textbook is available for your use at the Reserve Desk at the college Library
- Access to MS Visio 2016 A free copy is available to all students from the college Imagine program
 - Computers with Visio 2016 are also available at the college open computer lab
- Interest in creating graphics

Additional Items

Print and
Review
Syllabus

- The syllabus explains everything you need to know about the course
- All class assignments are listed in the syllabus
- Changes are sometimes made to the syllabus up until the first day of the semester—print your final copy on the first day of the semester to ensure you have the most current syllabus

Course Policies...

- Keep up with course material
 - Do not fall behind on work!
 - Keep in contact with instructor
- Ask questions and share your knowledge with others by using the Canvas Discussion Board if you wish (not mandatory)
- Enjoy the course!

Last Thoughts!

- Review the course syllabus each week
- Review Canvas each week
- Complete all assignments on time
- Keep in contact with me
 - Respond to emails
 - Call, email, or stop by
 - If you have any questions
 - Want to talk about CIS
 - If you get lost!
- See you online!

