

**CSA 271 PowerPoint**  
**Spring 2008 --- 3 Sessions: 4/30 – 5/7 - 5/14**

Doane College - Lincoln

Instructor: Robin Hadfield

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**Course Description:**

This course is an introduction to the slide presentation program Microsoft PowerPoint. *If you feel that you already know PowerPoint basics well, you should contact me (**BEFORE THE FIRST NIGHT OF CLASS**) about testing out.*

**Course Objectives:**

Upon completion of CSA 271, students will have an understanding and the skills to be able to:

- Create a presentation
- Work with a presentation
- Add and modify slide text
- Format a presentation
- Print a presentation
- Animate using templates and custom animation

**Attendance:**

This is a 3 Week Course. Class meets for 3 sessions (4/30 – 5/7 – 5/14). **Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absence is one approved by the instructor before the start of the missed class, anything other than this is an unexcused absence.**

**AN UNEXCUSED CLASS ABSENCE WILL RESULT IN FAILURE OF THE CLASS.**

**Grades:**

This is a "Pass-Fail" course for 1-hour credit. **A grade of "PASS" for CSA 271 PowerPoint is based on attendance to ALL OF EACH 3 class meetings and full, quality and timely completion of all required assignments &/or class projects.**

**Prerequisite:**

All students must show competency in basic computer knowledge. Please contact instructor before class if not experienced in using computers. **I HIGHLY recommend and prefer the student to have taken CSA 101 Word or have very good knowledge of Microsoft Word before taking this course.**

**Required Text:**

None. You will have a book "checked out" to you the first week of class.

**Note To Students:**

This class will take place in the PC Lab. **IT IS VERY IMPORTANT THAT YOU HAVE YOUR DOANE ID LOGON AND PASSWORD AND HAVE SUCCESSFULLY TRIED TO LOG IN BEFORE THE FIRST CLASS.** If you do not have this information, contact Shawn Soper (466-4774) in the Technology Department BEFORE THE FIRST CLASS and he can set it up for you.

## Robin Hadfield's Classroom Rules:

*If you must have a cell phone with you turn it off before entering the classroom. We will take breaks on the hour and you will be able to use/check your phone at that time.*

*Texting, IMing, MySpace, Facebook (or any other online social networking sites), Email, Cell Phone Games, Computer/Online Games and/or Tournaments, Homework from other courses and Children are NOT ALLOWED IN THE CLASSROOM. Please be respectful of this rule or you'll be asked to leave the class.*

*Class runs as follows, be sure your schedule allows for this before signing up for the course:*

*Night classes: 6PM – 10:30PM*

*We should be completed w/ in-class work no later than 9:30pm, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.*

*Morning Classes: 8AM – 12:30AM*

*We should be completed w/ in-class work no later than 11:30am, this leaves you time to work on homework, ask any questions you may have, go over any thing you'd like further explained and/or have one on one time with the instructor.*