There is a one-time mandatory meeting for this course, check the schedule for the date. If you can't make this meeting (or get permission from me to miss (& reschedule) PRIOR TO THE MEETING), don't sign up for the course. You must make the meeting.

This is a Microsoft PC based course, Mac users not running an Intel Mac as a PC must do the work on a PC, there are PCs at the school available to use.

Course Description:
This course is an introduction to the slide presentation program Microsoft PowerPoint 2007 & 2010. 2007 and 10 are very similar and both will work for this class, versions prior to Office 2007 will not suffice.

*Please note: This is the exact course as the old CSA 271 PowerPoint, just a new name/number..... same course.

This class will be taught as an arranged course using Microsoft PowerPoint 2007 or 2010, & video (DVD) lectures as well as Email (to correspond with instructor). Your learning will be self-guided and on your own time. This course is perfect for people who work well on their own and can learn thru video instruction. You will be given a packet with everything you need for this course, including the DVD lectures and book. Students must be able to send/receive email from their Doane account and have access to a DVD player and a computer with PowerPoint 2007 and capability to burn a disk on it, in order to take this course. Students must be able to prioritize their time in order to

Course Objectives:
Upon completion of CSA 104 Intro To Presentation Software, students will have an understanding and the skills to be able to:
• Create a presentation
• Correctly package a presentation
• Add and modify slide text
• Format a presentation
• Print a presentation
• Animate using templates and custom animation

Grades:
This is a course for 1-hour credit. NEW THIS TERM: LETTER GRADES WILL BE GIVEN FOR THIS COURSE. Your grade is based on full, quality completion of all required assignments &/or class projects in a timely manner. All assignments must be turned in by the deadlines given to you at the beginning of the course.

Attendance:
Due to the nature of this class (being an arranged course), your attendance is determined by your meeting of all deadlines put forth.

****** Please see page 2 for book requirements & prerequisite info ******
Prerequisite:
All students must show competency in basic computer knowledge. Please contact instructor before class if not experienced in using computers. Knowledge of basic Microsoft Word will aid you in this course & is recommend by the instructor.

Required Text:
Microsoft PowerPoint 2010 On Demand
THIS IS A REQUIRED TEXT AND NEEDS TO BE PURCHASED BY THE MEETING.