

## CSA 104 Intro To Presentation Software (Microsoft PowerPoint)

----- Arranged (DVD) Course (Online Course) -----

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**There is a one time mandatory meeting for this course, check the schedule for date. Valmont students do not meet.**

### **Course Description:**

This course is an introduction to the slide presentation program *Microsoft PowerPoint 2007/2010*.

**You will need access to either MICROSOFT (not Mac) PowerPoint 2007, 2010 or 2013 for this course. You can use the computers on campus if needed.** You will need to watch DVDs for this course. The DVDs need to be watched on a machine other than the one you are running Word on.

This class will be taught as an arranged course using Microsoft PowerPoint, & 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. At the mandatory meeting you will be given your DVDs and a packet (Valmont students will be mailed a packet) with everything you need for the course, except the book, which you need to purchase.

**In order to take this class you must have the following:**

- Ability to log in and use your DOANE EMAIL account, along with skills to attach files and email them.
- The required book (see information below).
- Access to either MICROSOFT (not Mac) PowerPoint 2007, 2010 or 2013. You can use the computers on campus if needed.
- Something to play DVDs on *other than* what you'll be using Microsoft PowerPoint on.
- Ability to follow detailed instructions and prioritize your time in order to make assignment deadlines, as all work is done on your own time.

### **Course Objectives:**

Upon completion of CSA 104 PowerPoint, 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. 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 in your packet.

### **Attendance:**

Due to the nature of this class, your attendance is determined by meeting of all deadlines put forth and attending the first class meeting. \*\*\* Attendance Is Taken At The Mandatory Meeting & Reported For Financial Aid Purposes! \*\*\*

### **Prerequisite:**

**All students must show competency in basic computer knowledge.** Please contact instructor before class if not at all experienced in using computers. *If not experienced in computers consider taking this as an on-campus course rather than an arranged course.* **Knowledge of basic Microsoft Word will aid you in this course & is recommend by the instructor.**

### **Required Text:**

Microsoft PowerPoint 2010 On Demand Steve Jonson – Que Publishing ISBN: 0-7897-4280-2

**This Is A Required Text And Needs To Be Purchased By The Meeting.**