Syllabus:

CSA 104 - Online
Introduction To Presentation Software
(Microsoft Power Point)

LINCOLN CAMPUS STUDENTS:
You will find your syllabus on PAGE 2 of this document; page 3 does not apply to you.

OMAHA – GRAND ISLAND – VALMONT – CRETE STUDENTS:
You will find your syllabus on PAGE 3 of this document; page 2 does not apply to you.
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 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).
  - You can use the computers on campus if needed.
- Something to play DVDs on other than what you’ll be running Microsoft PowerPoint on.
- Ability to follow detailed instructions and prioritize your time in order to make assignment deadlines.

Course Objectives: Upon completion of CSA 104, 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 are 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. The DVDs must be watched and followed along with in their entirety. The DVDs are the course learning segment and need to be watched, you won’t be able to pass the course by skipping the DVDs.

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: Students in this course must show competency in basic computer knowledge. If you are uncomfortable with computers you’ll need to wait to take this course until you are able to operate a computer efficiently, as well as understand and follow along with basic computer skills. Knowledge of Microsoft Word is required for this course as many of this skills cross over to PowerPoint.

CSA 104 Intro To Presentation Software (Microsoft PowerPoint) ONLINE
Valmont / Grand Island / Omaha / Crete Students

This syllabus is NOT for LINCOLN CAMPUS STUDENTS. See PAGE 2 for the LINCOLN SYLLABUS.

Instructor: Robin R. Hadfield  E-mail: Hadfield.Robin@Gmail.com  Phone: 402-617-8476

Your course packet & DVDs will be mailed out to you the 2nd week of the term.
Please contact me via email (see above) before SUNDAY, OCTOBER 18th & verify your home address.

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Attendance: Due to the nature of this class your attendance is determined by meeting of all deadlines put forth and sending me the required email by the requested date (see the blue text at the top of the page).

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