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.
Class meets one time on Tuesday, January 13th on the Lincoln Campus. It is important you attend this short meeting anytime between 5:00 – 5:45 to pick up your packet. If it is impossible for you to attend this meeting, please contact the teacher before the meeting to make other arrangements.

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: All students must show competency in basic computer knowledge. Knowledge of basic Microsoft Word will aid you in this course & is recommend by the instructor.

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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 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.

Prerequisite: All students must show competency in basic computer knowledge. Knowledge of basic Microsoft Word will aid you in this course & is recommend by the instructor.

Required Text: Microsoft PowerPoint 2010 On Demand By: Steve Jonson Que Publishing ISBN: 0-7897-4280-2 This Is A Required Textbook. The DVDs are “on loan” to you and will be returned via mail at the end of the course.