CSA 104 Intro To Presentation Software (Microsoft PowerPoint)
LINCOLN CAMPUS COURSE
CLASS MEETS 3 TIMES ON THESE WEDNESDAYS: 1/14/15, 1/21/15, 1/28/15
Instructor: Robin R. Hadfield  E-mail: Hadfield.Robin@Gmail.com  Phone: 402-617-8476

Course Description:
This course is an introduction to the slide presentation program Microsoft PowerPoint 2010.

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

Attendance:
This is a 3 Week Course. Class meets for 3 sessions (see red text at the top of this page). 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 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 and attendance to ALL OF EACH 3 class meetings.

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  Steve Jonson – Que Publishing  ISBN: 0-7897-4280-2  Available at the Doane Lincoln bookstore. This Is A Required Text And Needs To Be Purchased By The First 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:

All students must show competency in basic computer knowledge.

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, Email, Personal computer use &/or Games, 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.

Attendance is EXPECTED & REQUIRED. This does not only refer to your physical body filling a seat (but that’s a good start). You need to be AWAKE, AWARE, & ALERT during class time. Naps and socializing are to be done on your own time.

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.