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

LINCOLN CAMPUS STUDENTS:
You will find your syllabus info on
PAGES 2 & 3 of this document;
page 4 does not apply to you.

*OMAHA – GRAND ISLAND –
VALMONT – CRETE STUDENTS:*
You will find your syllabus info on
PAGES 2 & 4 of this document;
page 3 does not apply to you.

Very Important Information For All
CSA 104 PowerPoint Online Students:

To ensure you have all the required skills needed to take this class, please read over this list carefully.

The Prerequisite for this class requires competency in basic computer knowledge. We also require knowledge of Microsoft Word for this course as many of this skills cross over to PowerPoint.

If you are uncomfortable with computers you'll need to drop this class and wait to take it again until you are able to operate a computer efficiently, as well as understand and follow along with basic computer skills.

The Intro To Computers class will aid you in picking up these skills if needed. If you don't feel comfortable please take Intro To Computers first, and then this course after you've completed Intro To Computers.

Skills required for this course include:
- *Keyboard typing & detailed work with your mouse or trackpad.*
- *Managing multiple windows on your computer while following along with DVD instruction on a different machine.*
- *Checking, reading, and communicating through your Doane email.*
- *Attaching files to email.*
- *Sending assignments through email.*
- *Pulling up websites online as directed, link & or download files.*
- *Navigating to files saved on your computer in order to use them in PowerPoint.*
- *Knowledge of burning CD-Rs using your computer.*

CSA 104 Intro To Presentation Software (Microsoft PowerPoint) - Lincoln Campus*
Instructor: Robin R. Hadfield   **E-mail:** Hadfield.Robin@Gmail.com   **Phone:** 402-617-8476
**This syllabus is for LINCOLN CAMPUS STUDENTS.*
Grand Island, Valmont, Crete & Omaha students can find your syllabus on page 4.

<div style="border:1px solid black">

Class meets one time on THURSDAY, MAY 26th at 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 <mark>before the meeting</mark> to make other arrangements.

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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.**
- **Access to either MICROSOFT (not Mac) PowerPoint 2007, 2010 or 2013.**
  - o **You can use the computers on campus if needed.**
- **Something to play DVDs on <u>other than</u> 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 <u>must</u> show competency in basic computer knowledge.
Knowledge of basic Microsoft Word will aid you in this course & is recommend by the instructor.

Recommended Text: Microsoft PowerPoint 2010 On Demand -- This book is available to you at the Doane Bookstore. We use a "on loan" program for this book. You may borrow the book for free during the term but the book must be returned by the end of the term. See the Doane Bookstore for details.

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, MAY 22nd & verify your home address.
You will be reported as absent if I do not receive this email by May 22nd.

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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 **<u>self-guided and on your own time</u>**. This course is perfect for people who work well on their own and can learn thru video instruction.

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.**
- **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 <u>other than</u> what you'll be using Microsoft PowerPoint on.**
- **<u>Ability to follow detailed instructions and prioritize your time in order to make assignment deadlines, as all work is done on your own time.</u>**

<u>Course Objectives:</u> 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

<u>Grades:</u> 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.***

<u>Attendance:</u> Due to the nature of this class your attendance is determined by meeting of all deadlines put forth.

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

<u>Recommended Text:</u> Microsoft PowerPoint 2010 On Demand -- This book is available to you to borrow via your home campus. We use an "on loan" program for this book. You may borrow the book for free during the term but the book must be returned by the end of the term. Books will be available at your campus soon after the Doane drop date (week 2) of the term.