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Course Overview

Course Title Introduction to Presentation Software

Course and Section Number CSA-104-ONL

Number of Credits 1 Semester Credit

Term 22/SUMM

Course/Section Dates 05/23/2022 – 07/23/2023

Meeting Time Class meets online via Canvas

Instructor Shawn Micheel

Doane Email Address shawn.micheel@doane.edu

Textbook Information:
(e.g. title, edition,
publisher, ISBN)

Link to Doane Bookstore:

<https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials>

Additional Course Materials Important to note: This is a one (1) credit class that begins at the START date of the term and runs for the following three (3) weeks ONLY with very specific due dates for coursework . If you feel you can not complete the coursework on the scheduled dates in the 3 week allotted time-frame, you will need to drop and take at a later date, as the course closes and grade is submitted for term.

You will need to be able to upload/download/save a video file to the Internet and provide a link to the video file.

Course Description This course develops the skills needed to develop presentations using computer presentation software. Upon completion of the course, students will have the skills needed to develop a presentation, format a presentation, package the



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presentation, add and modify slide text, and animate using custom templates and custom animation.

Foundational Area of Knowledge

Experiential Learning/Fundamentals

Course Learning Outcomes/Objectives

1. Develop a presentation utilizing MS PowerPoint
2. Add and modify slide text, images, media using timings and transitions
3. Format a presentation using templates and custom animations
4. Package a presentation ensuring all media plays

Technology Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This may also include:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software -Microsoft or Google Docs
- Webcam and mic

Syllabus Addendum

[Addendum](#) includes information regarding:

- Academic Support
- Military Friendliness & Services
- Study Time
- Credit Hour Definition
- Catalog and Policies

Technological Support

If you are in need of technical assistance, please contact the service center at 402-826-8411 or by email at help@doane.edu.

Learning Management System

Canvas: <https://doane.instructure.com>

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).