

CSA 101 Intro to Word-processing
Summer '08 * 3 Wednesday Sessions: 5/28 – 6/4 – 6/11
Doane College – Lincoln Campus

Instructor: Robin Hadfield

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Course Description:

Tired of spending more time making Microsoft Word "*work*" than you do actually "*working*"? Then this class is for you! We will be learning the ins and outs of that little blue "W" on your desktop. Word will no longer be the thing that keeps you from writing a good paper; it will be the tool that HELPS you to write a GREAT paper! This is the perfect course for beginners, those who are "self-taught" and even everyday users of the program. This course is a introduction to Microsoft Word 2003. (We will NOT be using Microsoft Office 2007). *If you feel that you already know Excel basics well, you should contact me (**BEFORE THE FIRST NIGHT OF CLASS**) about TESTING OUT OF THIS COURSE, as we will be covering the basics.*

Course Objectives:

Upon completion of CSA 101, students will have an understanding and the skills to be able to:

- Create a new document
- Change the look of a document using formatting
- Present information using tables and columns
- Print and use text layout
- Work with Graphics and Text boxes to create layouts

Attendance:

This is a 3 Week Course. Class meets for 3 Wednesday sessions (5/28 – 6/4 – 6/11). **Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session. An EXCUSED absense 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 "Pass-Fail" course for 1-hour credit. **A grade of "PASS" for CSA 101 is based on attendance to ALL OF EACH 3 class meetings and full, quality and timely completion of all required assignments &/or class projects.**

Prerequisite:

All students must show competency in basic computer knowledge. Please contact instructor before class if not experienced in using computers. If not experienced in computers, you will need to take CSA 090 Intro To Computers before taking this class.

Required Text:

None. You will have a book "checked out" to you the first night of 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:

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, IMing, MySpace, Facebook (or any other online social networking sites), Email, Cell Phone Games, Computer/Online Games and/or Tournaments, 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.