

CSA 271 Advanced Word Processing
Summer '08 Term * 5 Wednesday Sessions 6/18 THRU 7/16: (6/18, 6/25, 7/2, 7/9 & 7/16)

Doane College – Lincoln Campus

Instructor: Robin Hadfield

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Course Description:

This Advanced Word Processing course continues the development of skills from CSA 101 with a desktop publishing twist. You'll learn how to use Word for MORE than just typing papers. Create business cards, post cards, invitations, fliers, brochures and personalized stationery. This course also provides additional one-on-one time with the instructor and the program as well as lots of in-class practice with Word. We will be using Microsoft Word 2003 in this course (we will NOT be using Microsoft Office 2007). **Please note, this class is for 2 credits (not 1) and meets for 5 sessions (not 3!). This class is also a graded class NOT a pass/fail.**

Course Objectives:

Upon completion of CSA 271 Advanced Word, students will have an understanding and the skills to be able to:

- Create business stationery
- Create stationery for personal use
- Create eye-catching fliers & handouts
- Use Word in new ways

Attendance:

This is a 2-credit course. Class meets for 5 Wednesday night sessions: (6/18, 6/25, 7/2, 7/9 & 7/16). **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 graded course for 2 credits. **Your grade will be based on attendance to ALL OF EACH 5 class meetings and full, quality and timely completion of all required assignments &/or class projects.** Most work will be done IN CLASS and there is very little homework. This makes class time and participation VERY IMPORTANT.

Prerequisite:

CSA 101 Word Processing or permission from instructor

Required Text:

None.

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.