THERE IS A ONE TIME MANDATORY MEETING FOR THIS COURSE, check the schedule for the date. If you can’t make this meeting (or get permission from me to miss (& reschedule) PRIOR TO THE MEETING), don’t sign up for the course. YOU MUST MAKE THE MEETING.

This is a MICROSOFT PC based course, Mac users not running an Intel Mac as a PC MUST DO THE WORK ON A PC, there are PCs at the school available to use.

Course Description: Tired of spending more time making Microsoft Word “work” then you do actually “working”? Then this class is for you! This is the perfect course for beginners, those who are “self-taught” and even everyday users of the program. You will learn all the basics of Word 2010 (or 2007). Even if you are an experienced Microsoft Word user, but are not yet comfortable with the new 2010 version layout, THIS IS THE COURSE FOR YOU. This course is an introduction to Microsoft Word 2007 & 2010. Microsoft 2007 and 2010 are very similar and BOTH will work for this class, versions prior to Office 2007 will NOT SUFFICE. IF YOU DO NOT CURRENTLY OWN OFFICE 2007 OR 2010 AND NEED TO PURCHASE IT, PLEASE EMAIL SHAWN.SOPER@DOANE.EDU FOR A LINK TO PURCHASE THE SOFTWARE (THIS IS A STUDENT DISCOUNT THROUGH DOANE).

This class will be taught as an arranged course using Microsoft Word running on a PC & VIDEO (DVD) LECTURES, as well as Email (to hand in assignments and 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. You will be given a packet with everything you need for the course, except the book, which you need to purchase for the class. All assignments & DVD lectures are in the packet. Students must be able to send/receive email FROM THEIR DOANE EMAIL ACCOUNT and have access to a DVD player and a computer with Word 2007 OR 2010 & an internet connection in order to take this course. Students must be able to prioritize their time in order to make assignment deadlines, as all work is done on your own time.

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

Grades: This is a course for 1-hour credit. NEW THIS TERM: 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. ALL ASSIGNMENTS MUST BE TURNED IN BY THE DEADLINES GIVEN TO YOU AT THE BEGINNING OF THE COURSE.

Attendance: Due to the nature of this class (being an arranged course), your attendance is determined by your meeting of all deadlines put forth and attending the first class meeting.

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 or consider taking this as an on-campus course rather than an arranged course.

Required Text: Microsoft Office Word 2010 On Demand By: Steve Johnson Que Publishing ISBN: 0-7897-4281-0 AVAILABLE IN THE DOANE LINCOLN BOOKSTORE. This is a REQUIRED BOOK!