

CSA 201 Microsoft Word's Advanced Tools & Functions --- Arranged (DVD) Course (Online Course)
Microsoft Office 2010! * 2 CREDIT COURSE

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There is a one time mandatory meeting for this course, check the schedule for date.

Course Description:

This Advanced Word Processing Course continues the development of advanced skills in Microsoft Word 2010. You'll learn how to use Word for MORE than just typing papers. This course begins where we left off in CSA 101 Word-processing, it contains Word's advanced skills and features including: Mail merges, Table of Contents, Building an Index, Table of Figures, Building and using forms, Macros, & webpages! ***The handouts & book are based on Microsoft Word 2010, you will need access this version of Word for the class (you can do assignments on campus if need be).*** This class is a way to earn 2 credits by spending more time working & learning in Word & creating projects to show that you've done so. Please note, this class is for 2 credits (not 1).

This class will be taught as an arranged course using Microsoft Word 2010, & Email (to hand in assignments and correspond with instructor) as well as packets & handouts. Your learning will be self-guided and on your own time. You will be given a packet at the mandatory meeting (Valmont students will be mailed a packet) with everything you need for this course, including the assignments, tutorials & handouts.

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.**
- **The required book (see information below).**
- **Access to Microsoft Office 2010. You can use the computers on campus if needed.**
- **Ability to prioritize your time in order to make assignment deadlines, as all work is done on your own time.**

Course Objectives:

Upon completion of CSA 201 Advanced Word, students will have an understanding and the skills to be able to:

- Create & use Forms from scratch
- Create an Index
- Create a Table of Contents
- Do a mail merge

Grades:

This is a 2-credit course. Your grade for CSA 201 Advanced Word Processing as an arranged course is based on FULL, QUALITY completion of all required assignments &/or projects in a timely manner. ALL ASSIGNMENTS MUST BE TURNED IN BY THE DEADLINES GIVEN TO YOU AT THE BEGINNING OF THE COURSE.

Prerequisite:

CSA 101 Word Processing or permission from instructor. This is very important as my CSA 101 Word course teaches all the groundwork you need to be familiar with for the further learning in this 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!
YOU MUST HAVE THIS BOOK BY THE CLASS MEETING!