Syllabus:

CSA 201 - Online
Advanced Word Processing
(Advanced Microsoft Word)

**LINCOLN CAMPUS STUDENTS:**
You will find your syllabus on **PAGE 2** of this document; page 3 does not apply to you.

**OMAHA – GRAND ISLAND – VALMONT – CRETE STUDENTS:**
You will find your syllabus on **PAGE 3** of this document; page 2 does not apply to you.
Course Description: This Advanced Word Processing Course with **ALL NEW PROJECTS** 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: Bookmarks, Table of Figures, Index, Mail Merge Documents, SmartArt Graphics, Organizational Charts, Forms using ActiveX Controls, Footnotes, Endnotes, Bibliographies and graphic uses for Desktop Publishing layouts. 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). You may choose to use Microsoft Word 2013, but some items may differ from the tutorials. 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 is 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'll be given a packet at the mandatory meeting with everything you need for this course, including the assignments, tutorials & handouts. You will need to purchase the required book.

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 on a PC (not Mac) computer.
  - 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.

Grades: This is a course for 2 credits. Letter grades are 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 in your packet. The tutorials in the book must be followed along with in their entirety. The tutorials are the course learning segment and need to be complete, you won’t be able to pass the course by skipping the tutorials.

Attendance: Due to the nature of this class your attendance is determined by meeting of all deadlines put forth and attending the meeting (see blue text above). Attendance Is Taken At The Mandatory Meeting & Reported For Financial Aid Purposes!

Prerequisite: The prerequisite for this course is CSA 101 Word Processing or permission from instructor. This is very important as CSA 101 Word course teaches all the groundwork you’ll need to be familiar with for the further learning taking place in this course.

Required Text:
Available in the Doane Lincoln Bookstore. If you buy this book online be sure you are getting this EXACT ISBN.
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Attendance: Due to the nature of this class your attendance is determined by meeting of all deadlines put forth and **sending the email required at the top of the page before the date requested.**

Prerequisite: **The prerequisite for this course is CSA 101 Word Processing or permission from instructor. This is very important as CSA 101 Word course teaches all the groundwork you’ll need to be familiar with for the further learning taking place 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. **If you buy this book online be sure you are getting this EXACT ISBN.**