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. Even if you are an experienced Microsoft Word user, but are not yet comfortable with the 2010 version layout, THIS IS THE COURSE FOR YOU. I will cover extensively ‘where things have moved to’ and how to do old techniques using the new versions of the program. **This course is an introduction to Microsoft Word 2010.**

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 sessions (see red text at the top of this page). **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 course for 1-hour credit. 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 and attendance to ALL OF EACH 3 class meetings.

Prerequisite:
All students must show competency in basic computer knowledge. Please see page 2 for a list of all required skills.

Required Text: Microsoft Office Word 2010 On Demand  By: Steve Johnson
Que Publishing ISBN: 0-7897-4281-0
Available in the Doane Lincoln bookstore.

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.
Very Important Information For CSA 101 Word Students:

To ensure you have all the required skills needed to take this class, please read over this list carefully.

The prerequisite for this class requires competency in basic computer knowledge.

If you are uncomfortable with computers you’ll need to drop this class and wait to take it again until you are able to operate a computer, mouse and email efficiently, as well as understand and follow along with basic computer skills.

The Introduction To Computers class will aid you in picking up these skills if needed. If you don't feel comfortable please take Intro To Computers first, and then this course after you've completed Intro To Computers.

Skills required for this course include:

- Keyboard typing & detailed work with your mouse or trackpad.
- Managing multiple windows on your computer
- Checking, reading, and communicating through your Doane email.
- Attaching Word files to emails.
- Sending assignments through email.
- Pulling up websites online as directed and downloading files.
- Opening downloaded files in Microsoft Word.
Robin Hadfield’s Classroom Rules:

All students must show competency in basic computer knowledge.

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, Email, Personal computer use &/or Games, 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.