Syllabus:

CSA 101 - Online
Introduction To Word Processing
(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 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 Microsoft Word. 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 2007/2010. You will need access to either MICROSOFT (not Mac) Word 2007, 2010 or 2013 for this course. You can use the computers on campus if needed. You will need to watch DVDs for this course. The DVDs need to be watched on a machine other than the one you are running Word on.

This class will be taught as an arranged course using Microsoft Word, & 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. At the mandatory meeting you will be given your DVDs and class packet with everything you need for the course, except the book, which you need to purchase.

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 either MICROSOFT (not Mac) Word 2007, 2010 or 2013 for this course. You can use the computers on campus if needed.
- Something to play DVDs on other than what you’ll be using Microsoft Word on.
- 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 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. 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 DVDs must be watched and followed along with in their entirety. The DVDs are the course learning segment and need to be watched, you won’t be able to pass the course by skipping the DVDs.

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

Prerequisite: All students must have competency in basic computer knowledge.

*** If not experienced in computers 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!
CSA 101 Introduction To Word-processing (Microsoft Word) ONLINE
Valmont / Grand Island / Omaha / Crete Students
This syllabus is NOT for LINCOLN CAMPUS STUDENTS. See PAGE 2 for the LINCOLN SYLLABUS.
Instructor: Robin R. Hadfield E-mail: Hadfield.Robin@Gmail.com Phone: 402-617-8476

Your course packet & DVDs will be mailed to you the 2nd week of the term. Please contact me via email (see above) before MARCH 8th, 2015 & verify your home address. You will be reported as absent if I do not receive this email by MARCH 8th, 2015.

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