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 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 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.

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 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 first class meeting. 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 need to be familiar with for the further learning in this course.

Required Text:
CSA 201 Microsoft Word’s Advanced Tools & Functions 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 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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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 mailed a packet (don’t forget to email me your address) with everything you need for this course, including the assignments, tutorials & instructions.

In order to take this class you must have the following:
• Knowledge of all basic Microsoft Word tools (this is an advanced course).
• 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:
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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 need to be familiar with for the further learning in this course.

Required Text:
Have this book by the first week of the term. Use the ISBN to make sure you have the right version of the book.