

CSA 101 Intro To Word-processing (Microsoft Word) --- ON CAMPUS COURSE

SEE YOUR SCHEDULE FOR CLASS DATES!

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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 3 Times! Check The Schedule For Dates.**

Due to the nature of this class, attendance is not optional it is expected & REQUIRED for each class session.

Grades:

Grades for CSA 101 are based on attendance to ALL OF EACH 3 class meetings and full, quality and timely completion of all required assignments &/or class projects.

Prerequisite:

All students must show competency in basic computer knowledge.

Please contact instructor before class if not experienced in using computers.

Required Text: Microsoft Office Word 2010 On Demand By: Steve Johnson

Que Publishing ISBN: 0-7897-4281-0

Available in the Doane Lincoln bookstore.

YOU MUST HAVE THIS BOOK BEFORE THE FIRST NIGHT OF CLASS!

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.

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.