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

LINCOLN CAMPUS STUDENTS:
You will find your syllabus info on
PAGES 2 & 3 of this document;
page 4 does not apply to you.

OMAHA – GRAND ISLAND –
VALMONT – CRETE STUDENTS:
You will find your syllabus info on
PAGES 2 & 4 of this document;
page 3 does not apply to you.

Very Important Information
For All CSA 101 Word Online Students:

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

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

Skills required for this course include:
- *Keyboard typing & detailed work with your mouse or trackpad.*
- *Managing multiple windows on your computer while following along with self-guided tutorials*
- *Attention to details and ability to follow detailed instructions*
- *Ability to read, follow along with, and walk your way through tutorials*
- *Ability to troubleshoot your own mistakes within Word*
- *ABSOLUTE comfort with Microsoft Word. This advanced course goes beyond what we covered in CSA 101 Intro To Word, all skills covered in that class must already be mastered*
- *Ability to navigate to online links given*
- *Ability to download, save, and open files from the internet*
- *Ability to attach files to your DOANE email and send them*
- *Ability to open files send to you via email as an attachment*

CSA 201 Microsoft Word's Advanced Tools & Functions - Lincoln Campus*

Instructor: Robin R. Hadfield   **E-mail:** Hadfield.Robin@Gmail.com   **Phone:** 402-617-8476

*This syllabus is for LINCOLN CAMPUS STUDENTS.
Grand Island, Valmont, Crete & Omaha students can find your syllabus on page 4.

> *Class meets one time on THURSDAY, MAY 26th at the Lincoln Campus.*
> *It is important you attend this short meeting anytime between 5:00 – 5:45 to pick up your packet. If it is impossible for you to attend this meeting, please contact the teacher before the meeting to make other arrangements.*

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.

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: Microsoft Office Word 2010 On Demand -- This book is available to you at the Doane Bookstore. We use an "on loan" program for this book. You may borrow the book for free during the term but the book must be returned by the end of the term. See the Doane Bookstore for details.

Instructor: Robin R. Hadfield   **E-mail:** Hadfield.Robin@Gmail.com   **Phone:** 402-617-8476

Your course packet & DVDs will be mailed out to you the 2nd week of the term.
Please contact me via email (see above)
Before SUNDAY, MAY 22nd & verify your home address.
You will be reported as absent if I do not receive this email by May 22nd.

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