

Syllabus:

# **CSA 101 - Online**

Introduction To Word Processing  
(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 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 while following along with DVD instruction on a different machine.*
- . 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.*

# CSA 101 Intro To Word Processing (Microsoft Word) ONLINE - 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, AUGUST 18<sup>th</sup> 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 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.
- 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.**

**Recommended 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.

## 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 3 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 out to you the 2<sup>nd</sup> week of the term.***

***Please contact me via email (see above)***

***Before SUNDAY, AUGUST 14th & verify your home address.***

***You will be reported as absent if I do not receive this email by August 14th.***

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**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 sending me the required email by the requested date (see box at top of page).

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

**Recommended Text:** Microsoft Office Word 2010 On Demand -- This book is available to you to borrow via your home campus. 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. Books will be available at your campus soon after the Doane drop date (week 2) of the term.