

CSA 101 Introduction to Word Processing

Instructor: Shawn Soper shawn.soper@doane.edu

Required Text: There is **NO** textbook required

Attendance:

Due to the nature of this class your attendance is determined by meeting / attending the first class meeting. Attendance Is Taken at The Mandatory Meeting & Reported for Financial Aid Purposes!

Class meets one time on THURSDAY May 25th at the Lincoln Campus Room #103. It is important you attend this short meeting anytime between 5:30 – 5:50pm

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.

Skills required for this course include:

- Keyboard typing & detailed work with your mouse or trackpad.
- Ability to login & navigate the [Doane Blackboard LMS](#)
- Checking, reading, and communicating through your [Doane email](#).
- Attaching Word files to emails.
- Sending assignments through email.
- Pulling up websites, images, & any online material as needed for the downloading of files.
- Opening downloaded files in Microsoft Word

Course Description:

An introduction to the microcomputer. Students learn to use a word processing applications program as a writing tool to create, revise, save and print documents. This is a course for beginners, those who are “self-taught” and even everyday users of the program. You will learn basics of word processing as this course is an introduction using Microsoft Word 2016/365 (you will need access to Microsoft Word 2016/365) the computers on campus are available for use if needed (please be courteous of any classes using labs after 6pm). This class will be taught as an arranged / self-guided course using Microsoft Word 2016, [Zoom](#) web conference technology, as well as Blackboard & Email. Your learning will be self-guided and on your own time. In order to take this class, you must have the following:

- Ability to log in and use your DOANE EMAIL & BLACKBOARD account, along with skills to navigate, open / attach files and email them.
- Access to Microsoft Word 2016 or 365 for this course. You can use the computers on campus if needed or download a trial version.
- 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 columns
- Print and use text layout

- Work with Graphics and Text boxes to create layouts

Methods for Assessment of Student Performance:

The student's final grade will be determined as follows:

65% Course assignments and activities

25% Final Project

10% Attendance / Participation

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.

The following Grading Scale will be used:

100 – 97 A+

96 – 94 A

93 – 90 A-

89 – 87 B+

86 – 84 B

83 – 80 B-

79 – 77 C+

76 – 74 C

73 – 70 C-

69 – 67 D+

66 – 64 D

63 – 60 D-

Below 60 F

Academic Integrity Policy: The Doane Academic Integrity Policy will be adhered to in this class. All assignments, projects, exams/quizzes will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and / or the Dean of Undergraduate Studies.