



**DOANE**  
UNIVERSITY

## SYLLABUS

Course Title	Introduction to Word Processing
Course Number	CSA 101-ONL
Number of Credits	1 semester credit
Course Dates	1/18/21 - 3/13/21
Instructor	Shawn Micheel
Email Address	shawn.micheel@doane.edu
Office Hours/Availability	Respond to email within 24-48 hours.
Phone Nr	
<b><u>IMPORTANT TO NOTE::</u></b>	This is a one (1) credit class that begins at the START date of the term and runs for the following three (3) weeks ONLY with very specific due dates for coursework . If you feel you can not complete the coursework on the scheduled dates in the 3 week allotted time-frame, you will need to drop and take at a later date, as the course closes and grade is submitted for term.
Textbook Information: (e.g. title, edition, publisher, ISBN)	N/A
Additional Course Materials	You will need to be able to upload / save a video file to the Internet and provide a link to the video file
	<i>Competency in basic computer knowledge. To include being able to operate a computer, mouse and email</i>

	<p><i>efficiently, as well as understand and follow along with the following basic computer skills:</i></p> <ul style="list-style-type: none"> <li>• Keyboard typing &amp; detailed work with your mouse or trackpad.</li> <li>• Ability to login &amp; navigate the Doane Canvas LMS</li> <li>• Checking, reading, and communicating through your Doane email</li> <li>• Attaching Word files to emails / Canvas LMS.</li> <li>• Sending assignments through email / Canvas LMS.</li> <li>• Pulling up websites, images, &amp; any online material as needed for the downloading of files.</li> <li>• Opening downloaded files in Microsoft Word</li> </ul>
<b>Course Description</b>	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.
<b>Program Outcomes</b>	<p>Foundational Area of Knowledge: Fundamentals</p> <p>This class completes the minimum requirement for one of two computer science courses.</p>
<b>Course Learning Outcomes/Objectives</b>	<p>At the completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>1. Create a new document</li> <li>2. Present information using columns</li> <li>3. Change the look of a document using layout &amp; typesetting</li> <li>4. Print and use text layout formatting</li> <li>5. Work with Graphics and Text boxes to create layouts</li> </ol>
<b>Course Prerequisites</b>	N/A
<b>Instructional Details</b>	
<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>

## Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1	<p>Open, create, and save a Word processing document</p> <p>Adjust font typeface, size, color, alignment to change the format of a document</p> <p>Create Header / Footer and populate with information</p> <p>Save and retain original formatting as a Word doc or PDF</p>	<p>Assignment 1.1 - Self-Intro DB</p> <p>Assignment 1.2 - Typeface, Alignment Export, Layout</p> <p>Assignment 1.3 - Header, Footer, Page #'s</p> <p>Assessment - Cover Letter</p>	<p>(MO 1, 4)</p> <p>(MO 2)</p> <p>(MO 4)</p> <p>(MO 3)</p> <p>(MO 1-4)</p>	<p>1.1 Due Wed. by 10:00pm</p> <p>1.2 &amp; 1.3 Due Fri. by 10:00pm</p> <p>C/L-Due Sun. by 10:00pm</p>
Week 2	<p>Adjust tabs / margins &amp; columns to change the format of a document.</p> <p>Create an image and insert into Word doc.</p> <p>Create text boxes and manipulate size and location.</p> <p>Adjust spacing &amp; bulleted list to change the format of a document</p>	<p>Assignment 2.1 - Tabs, Margin, Column, Number Bullet List</p> <p>Assignment 2.2 - Text Boxes, Images</p> <p>Assessment - Wedding Invite</p>	<p>(MO 1, 4)</p> <p>(MO 2, 3)</p> <p>(MO 1-4)</p>	<p>All Due Sun. by 10:00pm</p>

Week 3	<p>Create a multi-column Cafe' Menu using text, graphics, and layout to manipulate overall design.</p> <p>Create your professional resume and cover letter using typeset, layout, and bulleted lists</p>	<p>Menu Draft Assignment 3.1</p> <p>Resume Draft Assignment 3.2</p> <p>Menu Assessment - Final</p> <p>Resume Assessment - Final</p>		<p>3.1 &amp; 3.2-Drafts Due by Thurs. by 10:00pm</p> <p>Finals Due Mon. by 10:00pm</p>

### Grading Assessments

Type of Assessment	Points	Total possible points
Assessment - Cover Letter	50	50
Assessment - Wedding Invite	60	60
Menu Assessment - Final	40	40
Resume Assessment - Final	60	60
		210

### Online Courses ONLY

#### Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

#### Communicating with the Instructor

This course uses a "three before me" policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus

2. Announcements in Canvas
3. The “Question Center” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Question Center” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

Web: <http://www.doane.edu>

### **Computer Requirements**

Minimum computer requirements for the successful use of Canvas:

[http://www.doane.edu/about-doane/offices/its/help-and-support#min\\_requirements](http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements)

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software—Microsoft Word
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

### **Email and Internet**

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages; ***THIS IS NOT OPTIONAL.*** Additionally, any email sent to me from an ‘outside’ (non Doane) email will go directly to my Spam folder & could potentially never be read.

This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments / providing feedback on assignments, and posting of grades. The Canvas Course Site can be accessed at <http://doane.edu/current-students>

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Canvas. Each assignment will have a designated place to submit the assignment.

### Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

### Grade Scale

A+ = 97-100%    A = 94-96%    A- = 90-93%    B+ = 87-89%    B = 84-86%    B- = 80-83%  
C+ = 77-79%    C = 74-76%    C- = 70-73%    D+ = 67-69%    D = 64-66%    D- = 60-63%  
F= 59% or below

<b>Participation Policy</b>	This course uses Canvas for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
<b>Study Time</b>	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 4-6 hours a week preparing for and actively participating in this 3-week 1 credit hour course. This actual time for study varies depending on students' backgrounds.
<b>Late Work</b>	ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due, it is automatically docked one letter grade each day it is late.
<b>Submitting Assignments</b>	All assignments, unless otherwise announced by the instructor, MUST be submitted via Canvas. Each assignment will have a designated place to submit the assignment.
<b>Communication Policy including Assignment Feedback</b>	Please allow 2-4 days for feedback on assignments. (depending on which week / material that is due) This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the Grades tool in Canvas, please notify me immediately.
<b>Academic Integrity Policy</b>	Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in

	<p>carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> <li>1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</li> <li>2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</li> <li>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</li> <li>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</li> </ol> <p><i>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:  <a href="https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333">https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333</a></p>
<b>Academic Support</b>	<p>Please contact academicsupport@doane.edu  <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a>  Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.</p>
<b>Military Services</b>	<p><a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a></p>
<b>Anti-Harassment Policy</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a></p>

<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.
<b>Doane Syllabus Addendum</b>	Each student is responsible for being aware of the policies, resources, and expectations as specified in the Doane Syllabus Addendum located at <a href="https://www.doane.edu/Syllabus">https://www.doane.edu/Syllabus</a> .