



DOANE
UNIVERSITY

Course Overview

Course Title	Introduction to Word Processing
Course and Section Number	CSA-101-ONL
Number of Credits	1 Semester Credit
Term	21/AUTM
Course/Section Dates	08/16/2021 – 10/09/2021
Meeting Time	Class meets online via Canvas
Instructor	Shawn Micheel
Doane Email Address	shawn.micheel@doane.edu
Textbook Information: (e.g. title, edition, publisher, ISBN)	None Link to Doane Bookstore: https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials
Additional Course Materials	<u>Important to note:</u> 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. You will need to be able to upload/download/save a video file to the Internet and provide a link to the video file.
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.



Foundational Area of Knowledge

Experiential Learning/Fundamentals

Course Learning Outcomes/Objectives

1. Create a new document
2. Present information using columns
3. Change the look of a document using layout & typesetting
4. Print and use text layout formatting
5. Work with Graphics and Text boxes to create layouts

Technology Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This may also include:

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

Syllabus Addendum

www.doane.edu/syllabus includes information regarding:

- Academic Support
- Military Friendliness & Services
- Study Time
- Credit Hour Definition
- Catalog and Policies

Technological Support

If you are in need of technical assistance, please contact the help desk at 402-826-8411 or by email at helpdesk@doane.edu.

Learning Management System

Canvas: <https://doane.instructure.com>

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).