



**DOANE**  
UNIVERSITY

## Course Overview

<b>Course Title</b>	Introduction to Word Processing
<b>Course and Section Number</b>	CSA-101-ONL
<b>Number of Credits</b>	1 Semester Credit
<b>Term</b>	22/SPRG
<b>Course/Section Dates</b>	03/07/2022 – 05/07/2022
<b>Meeting Time</b>	Class meets online via Canvas
<b>Instructor</b>	Shawn Micheel
<b>Doane Email Address</b>	shawn.micheel@doane.edu
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	None  Link to Doane Bookstore: <a href="https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials">https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials</a>
<b>Additional Course Materials</b>	<p><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.</p> <p>You will need to be able to upload/download/save a video file to the Internet and provide a link to the video file.</p>
<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.



**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](http://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](mailto: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).