



ANTELOPE VALLEY COLLEGE

**Academic Affairs
Course Outline of Record**

Academic Affairs Only

- New Course
- COR Revision
- COR Update 2/14/08
- Pre Req/Advisories
- Other Changes
- Effective Date

COURSE SUBJECT & NUMBER: CA 111

COURSE NAME: *Word Processing – Microsoft Word

COURSE UNITS: 3.0 **COURSE HOURS:** 4.0

COURSE REQUISITES: *(Follow format of similar courses found in the college catalog.)*

Advisory: Completion of CA 103 or CA 221 and OT 101, or the ability to type 30 wpm, and eligibility for ENGL 099 and READ 099.

COURSE DESCRIPTION: *(Write a short paragraph providing an overview of topics covered. Be sure to identify target audience--transfer, major, GE, degree/certificate, etc. If repeatable, state the number of times at end of description.)*

This course covers the concepts of word processing emphasizing Microsoft Word. Topics covered include preparing documents, text formatting and editing, management of files and folders, formatting paragraphs, using multiple windows, and standard letter and punctuation styles. This vocationally oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution. BEFORE ENROLLING students should have used a word processing program to create, save, retrieve, edit, and print. (CSU, AVC)

COURSE OBJECTIVES: *(Use Bloom's taxonomy to formulate concise, performance-based measurable objectives common to all students. Objectives must be closely aligned with course content, assignments, and methods of evaluation.)*

Upon completion of course, the successful student will be able to:

1. Identify Microsoft Word commands and explain the use of word processing principles.
- *2. Operate computers and demonstrate the ability to use Microsoft Word software in the preparation of typical business documents (i.e., letters, memos, and reports).
- *3. Demonstrate proofreading and editing skills in tests and assignments. Recognize and correct grammar errors.
- *4. Demonstrate the ability to use standard letter styles, punctuation, and current business standards in the creation and editing of documents.
- *5. Analyze assignments and determine the most efficient method to complete the task with the correct word processing feature.
- *6. Apply new Microsoft Word functions to complete, evaluate, and revise assignments.

* Denotes SCANS competencies

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COURSE CONTENT: *(Enter course content in terms of specific topics or a specific body of knowledge that each instructor must cover. Put topics in outline form with major and minor headings. Title 5 requires that each instructor must cover all material listed below.)*

I. Preparing Microsoft Word Documents

Creating, Printing, and Editing Documents

Formatting Characters

Using Help

Formatting Paragraphs

Formatting Documents and Sections

Using Writing Tools

II. Formatting and Managing Documents

Maintaining and Printing Documents

Manipulating Tabs

Manipulating Text Within and Between Documents

Formatting Multiple-Page Documents

Formatting Styles and Outlining

III. Enhancing Documents

Formatting with Special Features

Creating Columns

Using Templates and Wizards

Using AutoText

Creating and Formatting Tables

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TYPICAL HOMEWORK ASSIGNMENTS: (Do not include in-class work, quizzes, or tests)

This information is necessary for all credit courses. Assignments should be closely related to course objectives, content, and methods of evaluation. (See sample of a “Model Outline” in the AP&P Standards & Practices handbook.) Include a range of assignments (minimum of three) from which faculty may choose when designing their syllabus.

1. Describe nature and frequency of typical reading assignments if applicable; note if any are required:

Specific chapters will be assigned reading for each week of class as determined by the instructor.

Students will be required to read approximately 30 pages per week.

Students will read current Internet articles related to computer applications and/or working in an office environment.

2. Describe nature and frequency of typical writing assignments if applicable; note if any are required:

Students may be asked to develop an essay related to computers or working in an office environment.

The student will use Microsoft Word to create and edit the document.

3. Describe nature and frequency of typical computational assignments if applicable; note if any are required:

N/A

4. Describe other types of homework assignments that students may be asked to complete (oral presentations; special projects; visual/performing arts; etc); note if any are required:

N/A

5. Describe those critical thinking skills that are derived from assignments listed above; be sure that they reflect course objectives.

1. Application – Apply knowledge of word processing commands to create documents for grading.
2. Analysis/Evaluation – Analyze assignments and performance tests; evaluate and select the most efficient method to complete the task.
3. Synthesis – Continuously utilize new Microsoft Word functions to complete, evaluate, and revise assignments.

6. For categories 1-4 above, describe the estimated time per week it would take a student to complete homework assignments. Title 5 uses the Carnegie formula for establishing units using a 2:1 ratio as follows: 1 hr. lecture = 2 hrs. homework; 2 hrs. lecture = 4 hrs. homework; etc. For example: reading textbook—2 hours; writing reports—3 hours.

Reading Assignments: 2-3 hrs.

Writing Assignments: 1 hr.

Computational Assignments:

Other Assignments: 3-6 hrs.

1-3 hrs.

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METHODS OF INSTRUCTION: *(Methods must be consistent with content and appropriate to objectives; state in terms of what instructor will be doing in order to present course content to students: for example, lecture, demonstration, present audio/visual materials; facilitate group work, etc. Do not list specific instructional equipment.)*

Lecture, class discussion, demonstration, questions and answers, projection of microcomputer screen output, and hands-on computer work.

METHODS OF EVALUATION: *(These must be clearly related to course objectives and reflect course content and assignments in order to comply with Title 5 requirements. Describe what instructor will be looking for when evaluating various assignments and tests in order to determine whether students have met course objectives. Grades must be based on demonstrated proficiency in subject matter and determined, where appropriate, by essays, objective and essay tests, research papers or projects, problem solving exercises, or skills' demonstrations.)*

Final grade is based on the instructor's evaluation of the student's mastery of Microsoft Word software as demonstrated in objective tests, performance tests, and the successful completion of lab assignments.

The instructor will evaluate the student's ability to use Microsoft Word in the preparation of typical business documents such as memos, letters, and reports.

There will be at least two major objective exams, at least five quizzes, and a minimum of two hands-on performance exams.

Weekly lab assignments will require individual problem-solving skills.

Suggested Texts or other Instructional Materials *(list several when possible; include title, author, publisher, date, and latest edition.)*

Microsoft Word 2003 – Signature Series (with CD-ROM)

Nita Hewitt Rutkosky

Paradigm Publishing