



ANTELOPEVALLEY 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 111L

**COURSE NAME:** Word Processing – Microsoft Word – Lab

**COURSE UNITS:** 0 **COURSE HOURS:** By Arrangement

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

Corequisite: Concurrent enrollment in CA 111.

**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 zero-unit course provides access to the open computer lab to help students complete course assignments and master learning objectives.

**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:**

Successfully complete CA 111 (Word Processing – Microsoft Word) by:

- 1) Using college computer lab to complete CA 111 assignments.
- 2) Working with an instructor to practice the basic features of the software being learned.
- 3) Following an instructor's directions to explore the potential power of the software being learned.
- 4) Seeking an instructor's assistance in applying the software to the individual student's own environment and needs.

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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:**

As required by CA 111.

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

As required by CA 111.

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

As required by CA 111.

**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:**

A variety of supplemental activities designed to support and complement the assignments of CA 111.

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

Students will work with the software to expand their knowledge and understanding of different features within the various programs being learned. Students will explore the full potential of the software and apply it to their own individual needs.

**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:**

**Writing Assignments:**

**Computational Assignments:**

**Other Assignments:**

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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.)*

The lab section of this course is student centered. Each student is provided the opportunity to apply the theories and techniques presented in the lecture portion of CA 111. The lab section allows the students to individually increase their knowledge base or to work collaboratively.

**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.)*

No credit/grade - no evaluation.

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

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