



Los Angeles Community College District

COURSE OUTLINE

(Replaces PNCR and Course Outline)

Section I: BASIC COURSE INFORMATION

OUTLINE STATUS: Course Update, Degree Applicable, 2007-2008

1. COLLEGE: Southwest

2. SUBJECT (DISCIPLINE) NAME<sup>1</sup>: CAOT

(40 characters, no abbreviations)

3. COURSE NUMBER: 84

4. COURSE TITLE: Microcomputer Office Applications-Word Processing

5. UNITS: 3

6. CATALOG COURSE DESCRIPTION -- Provide a description of the course, including an overview of the topics covered:

This course provides information and hands-on training on the use of Microsoft Word. Students will learn how to create, edit, and manipulate various types of documents. Students will create, format, edit, save, and print documents including letters, memoranda, tables, and reports. Shared documents and mail-merge are also presented.

7. CLASS SCHEDULE COURSE DESCRIPTION -- Provide a brief description of the course, including an overview of the topics covered:

This course provides information and hands-on training on the use of Microsoft Word. Students will learn how to create, edit, and manipulate various types of documents.

8. INITIAL COLLEGE APPROVAL DATE:

9. UPDATES (check all applicable boxes):

- Content Last Update:
Objectives Last Update:
College Specific Course Attributes/Data Elements Last Update:
Districtwide Course Attributes/Data Elements Last Update:
Other (describe) Last Update:

Change in course description

1 Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.

**10. CLASS HOURS:**

	"Standard Hours" per Week (based on 18 weeks)	Total Hours per Term (hrs per week x 18)	Units
Lecture:	2.00	36.00	2.00
Lab/activity (w/ homework):			
Lab/activity (w/o homework):	3.00	54.00	1.00
Total:	5.00	90.00	3.00

**Note:** The Carnegie Rule and Title 5, section 55002 sets forth the following minimum standards: 1 unit = 1 hour lecture per week, 2 hours homework per week; **OR** 2 hours per week of lab with homework; **OR** 3 hours of lab per week without homework. The hours per week are based on a standard 18-week calendar. Lecture also includes discussion and/or demonstration hours, laboratory includes activity and/or studio hours.

**11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT**

**Note:** The LACCD's *Policy on Prerequisites, Corequisites and Advisories* requires that the curriculum committee take a separate action verifying that a course's prerequisite, corequisite or advisory is an "appropriate and rational measure of a student's readiness to enter the course or program" and that the prerequisite, corequisite or advisory meets the level of scrutiny delineated in the policy.

**ENTRY SKILLS FOR COURSES WITH ADVISORIES (provided by CAOT 1):**

1. Type 25 words per minute.

Prerequisites: **None** (If Yes, complete information below)

end

end

Subject	Number	Course Title	Units	Validation Approval Date (official use only)
CAOT	1	Computer Keyboarding I	3	12/16/08
CAOT	1D	Computer Keyboarding I	1.5	12/16/08

(Rationale: Many students already have basic computer skills sufficient to begin CAOT 84.)

Corequisite: **None** (If Yes, complete information below)

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Subject	Number	Course Title	Units	Validation Approval Date (official use only)

Advisories: **Yes** (If Yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (official use only)
CAOT	001	Computer Keyboarding	3.00	12/16/08

**12. REPETITIONS** -- Number of times course may be repeated for credit (three maximum): **0** (see: Section V, #9) **None**

**13. OTHER LIMITATIONS ON ENROLLMENT** (see Title 5, Section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

N/A
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## Section II: COURSE CONTENT AND OBJECTIVES

### 1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE – <b>Lecture:</b> <i>If applicable</i> , outline the topics included in the lecture portion of the course ( <i>outline reflects course description, all topics covered in class</i> ).	Hours per topic	COURSE OBJECTIVES - <b>Lecture</b> ( <i>If applicable</i> ): Upon successful completion of this course, the student will be able to... ( <i>Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”</i> )
1. Introduction to Microsoft Word a. Various capabilities of Word (word processing software) b. Selecting the appropriate application	8	1. Summarize various capabilities of Microsoft Word.
2. Creating, printing, and editing documents Formatting characters and using help Formatting paragraphs Formatting documents Maintaining documents Customizing documents Enhancing documents with special features Formatting with special features Formatting with macros and styles Protecting documents	8	2. Create, edit, format, manipulate and print a business document; differentiate it from a second type of business document.  3. Compare and contrast various types of documents.  4. Discuss the purpose and efficiency of shared documents.
3. Various types of documents a. Letters b. Memoranda c. Table d. Reports e. Forms	8	5. Identify and select appropriate data to employ the mail-merge feature.
4. Shared documents a. Sharing data b. Viewing documents in real time c. Editing shared documents	6	
5. Merging documents a. sorting data b. selecting data	6	
<b>Total Lecture hours*</b>	<b>36.00</b>	

COURSE CONTENT AND SCOPE -- <b>Laboratory</b> : If <u>applicable</u> , outline the topics included in the laboratory portion of the course ( <i>outline reflects course description, all topics covered in class</i> ).	Hours per Topic	COURSE OBJECTIVES - <b>Laboratory</b> ( <i>If applicable</i> ): Upon successful completion of this course, the student will be able to... ( <i>Use action verbs – see Bloom's Taxonomy below for "action verbs requiring cognitive outcomes."</i> ) <sup>2</sup>
1. Creating, printing, and editing documents Formatting characters and using help Formatting paragraphs Formatting documents Maintaining documents Customizing documents Formatting with special features Formatting with macros and styles Enhancing documents with special features	10	<u>Demonstrate skill</u> in employing MS Word to: create, print, edit documents  1. Create a document, enhance it and customize it.  2. Create and format tables and indexes using specified fonts, characters, etc.
2. Various types of documents: a. Letters b. Memoranda c. Tables Creating and formatting tables Creating specialized tables and indexes d. Reports e. Forms Preparing forms Protecting forms f. Business documents	10	3. Create a business document for a specific purpose  4. Create a word document, formatting it with macros and styles.  5. Merge documents; merge and select data
3. Shared documents Working with shared documents Sharing data File management	10	6. Design letterheads, fact sheets, flyers, newsletters, brochures and special programs.
4. Mail merge Merging documents Sorting and selecting data	10	7. Balance columns, rearrange pages and mask objects in a table.
5. Performance assessment Core performance assessments Expert performance assessments	10	
6. Review	4	
<b>Total Lab hours*</b>	<b>54</b>	

\*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.

<sup>2</sup> In general "activity" courses or portions of courses are classified "laboratory."

**Bloom's Taxonomy**

SIMPLE SKILLS <<----->> COMPLEX SKILLS					
			Critical Thinking		
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define	translate	interpret	distinguish	compose	judge
repeat	restate	apply	analyze	plan	appraise
record	discuss	employ	differentiate	propose	evaluate
list	describe	use	appraise	design	rate
recall	recognize	demonstrate	calculate	formulate	compare
name	explain	dramatize	experiment	arrange	value
relate	express	practice	test	assemble	revise
underline	identify	illustrate	compare	collect	score
	locate	operate	contrast	construct	select
	report	schedule	criticize	create	choose
	review	shop	diagram	set up	assess
	tell	sketch	inspect	organize	estimate
			debate	prepare	measure
			inventory		
			question		
			relate		
			solve		
			examine		
			categorize		

- Course**  
 **Program**  
 **Institutional**

(check one box above)

## LASC STUDENT LEARNING OUTCOMES MATRIX

Course/Program/Institutional Title: CAOT 84, Microcomputer Office Applications – Word Processing

Faculty/Staff Participants: Felipe Payan, Instructor; Dr. Nouha Toure, Chair

SLO Review, 12.17.08

The student will... <b>(outcome)</b>	As measured by the following method.... <b>(assessment strategy)</b>	And, if applicable, scored by the following learning rubric. (provide attachment)	Results are examined to determine if the outcome is achieved. Include planned or actual assessment date. <b>(results &amp; evaluation)</b>	Recommendations to improve teaching and learning. <b>(modifications)</b>
Design a newsletter.	Presentations, computer assignments, lab work, group projects,	See Rubric	Spring 2009	

curricommSLOcourseoutlineAddendum, Approved Curriculum Committee, 2/29/08; Approved Academic Senate, 3/11/08

### ASSESSMENT:

Newsletter Project--3 different elements for each criterion will be examined. See table below.

Each element is worth one point (either met or not met):

Superior results, 7-9 points; Average results, 5-6 points; Poor results, 1-4 points

Criteria	Element 1	Element 2	Element 3
Graphics	Appropriate enhancements	Color	Placement
Columns	Columns fit to window	Display (ease in reading information)	Presentation
Font Style	Legibility	Appropriate to content	Color

### 2. REQUIRED TEXTS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Zimmerman and Zimmerman, *New Perspectives on Microsoft Office Publishing 2007, Comprehensive ed, 2007*

### 3. SUPPLEMENTARY READINGS:

Reading assignments may include, but are not limited to the following:

None

### 4. WRITING ASSIGNMENTS:

Title 5, section 55002 requires grades to be "based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays or, in courses where the curriculum committee deems

them to be appropriate, by problem solving exercises or skills demonstrations by students." Writing assignments in this course may include, but are not limited to the following:

Students are evaluated on their ability to complete problem-solving exercises using Microsoft Word. Sample assignment: Create a newsletter.

**5. REPRESENTATIVE OUTSIDE ASSIGNMENTS:**

Out of class assignments may include, but are not limited to the following:

Students use MS Word commands to format letters, memos, tables, reports, and articles.

Students will research how Word is used in the work environment and submit a written report.

**6. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:**

Title 5, section 55002(a) requires that a degree-applicable course have a level of rigor that includes "critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level". Critical thinking may include, but is not limited to analysis, synthesis, and evaluation. Provide examples of assignments that demonstrate critical thinking.

Students must analyze the most effective way to complete practical applications of MS Word to various business documents. Example #1: Create a table with 3 columns and 8 rows. Merge the cells in the first row. Bold and center the first and second rows. Select cells B3-C8 and change the alignment to right. Key the text in the cells shown. Add border lines and shading. Use the Autofit feature to make the columns in the table automatically fit the contents. Center the table horizontally and vertically. Save and print the document. Example #2: Create a certificate with the following specifications: Change the page orientation to Landscape, change the top, bottom, left, and right margins to 0.75 inch, insert a page border of your choosing, insert text (you determine the typeface, typestyle, and type size of the text. Insert an appropriate clip art image in the certificate. Save and print the completed certificate.

**7. METHODS OF EVALUATION:**

Title 5, section 55002 requires grades to be "based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students." Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed "Course Objectives" at the beginning of Section II):

Students demonstrate their understanding of the concepts learned by taking two production tests and a comprehensive final exam.

**8. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to the following:

- Lecture
- Discussion
- Laboratory
- Activity
- Field Experience
- Independent Study
- Other (explain)

**9. SUPPLIES:**

List the supplies the student must provide.

Storage media

**10. COMPUTER COMPETENCY:**

If applicable, explain how computer competency is included in the course.

Students learn about file management and the use of word processing software.

**11. INFORMATION COMPETENCY:**

Information competency is the ability to find, evaluate use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technological literacy. Information competency includes consideration of the ethical and legal implications and requires the application of both critical thinking and communications skills. If applicable, explain how information competency is included in the course.

Students will organize information into a document using Microsoft Word..

**12. DIVERSITY:**

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

N/A

**13. SCANS COMPETENCIES** (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (**S**ecretary's **C**ommission on **N**ecessary **S**kills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

*RESOURCES*

- Managing Time:** Selecting relevant goal-related activities, ranking them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

*INTERPERSONAL*

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.

- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

#### *INFORMATION*

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

#### *SYSTEMS*

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

#### *TECHNOLOGY*

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

### Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. **THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM:** **Yes**

- a. If yes, the course will be a **program requirement** portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>)

Required course for an AA in CAOT (Program ID # 02864)

NOTE: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor's Office *Inventory of Approved Programs* AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a "stand-alone" course, and is subject to the State Chancellor's approval criteria. The college must complete and submit the Chancellor's Office "APPLICATION FOR APPROVAL OF CREDIT" form. Certain courses are granted "blanket approval" by the State Chancellor's Office and do not require separate approval. See the Chancellor's Office *Program and Course Approval Handbook* for details. LACCD Skills **Certificates are not State approved programs** and are not listed on the Chancellor's Office *Inventory of Approved Programs*.

2. **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:**

- a. Area requested: **None** **Approval** date:

If applicable, provide an explanation of how the course meets the General Education parameters for one of the five general education areas – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements. [http://marlin.laccd.edu/district/BoardRules\\_AdmRegs/boardrules.htm](http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm)

- a. 2<sup>nd</sup> Area requested: **None** **Approval** date:

If applicable, provide an explanation of how the course meets General Education parameters for an additional general education area – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 - General Education Requirements. [http://marlin.laccd.edu/district/BoardRules\\_AdmRegs/boardrules.htm](http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm)



## Section V: SUPPLEMENTAL COURSE INFORMATION

1. **DEPARTMENT/DIVISION NAME:** **Business**

2. **DEPARTMENT/DIVISION CODE:** **3**

3. **SUBJECT CODE** -- 3 characters, assigned by District Office: **686** (existing subject codes are available on the LACCD web site at <http://www.laccd.edu/curriculum/directory-programs-courses/index.htm>)

4. **SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: **CAOT**

5. **SPC CODE** -- 3 characters, assigned by District Office:

6. **ABBREVIATION FOR TRANSCRIPTS** -- 20 characters, assigned by District Office: **MICOR APP:WORD PROC**

7. **DEGREE CREDIT:** Indicate whether the course meet the "standards for approval" for degree credit course set forth in Title 5, section 55002(a)(2), which requires the course to have a degree of intensity, difficulty, and vocabulary that the curriculum committee has determined to be at the college level :  
This courses is **Degree Applicable**

8. **CREDIT/NO CREDIT GRADING:** **No**

9. **REPETITIONS** -- Number of times course may be repeated for credit (three maximum): **2**

How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, "course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained."

Skills and proficiencies are enhanced by supervised repetition and practice within class periods

10. **PRIOR TO TRANSFERABLE LEVEL** – This course attribute applies to **English, writing, ESL, reading** and **mathematics** courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed: **Not applicable**

11. **CREDIT BASIC SKILLS** -- Title 5, section 55502(d) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)." **No** If Yes, course must be non-degree applicable.

12. **CROSS REFERENCE** -- Is this course listed as equivalent in content to existing College/District courses in another discipline? **No**

If Yes, list courses (documentation of cross-discipline agreement must be provided):

13. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES** -- Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities? **No**

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

**14. COOPERATIVE EDUCATION STATUS** -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program? **No**

**15. COURSE CLASSIFICATION:** **Occupational**

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an “Occupational” Course Classification must have an “Occupational” TOP Code **and** a SAM Code of A, B, C, or D; courses that do not have an “Occupational” Course Classification cannot have an Occupational TOP Code **and** must have an “E” SAM Code. Courses coded as “basic skills” in #11 should be coded “Adult and Secondary Basic Skills.”

**16. TOP CODE – (6 digits XXXX.XX) 0514.00**

Course content should match discipline description in Taxonomy of Programs found at [www.cccco.edu/cccco/esed/curric/curriculum.htm](http://www.cccco.edu/cccco/esed/curric/curriculum.htm).

**17. SAM CODE (Student Accountability Model):** **D - Possibly Occupational**

SAM Codes (see CCC Chancellor's Office *Student Accountability Model Operations Manual*, 1984) should be assigned as follows:

**Priority "A" – Apprenticeship:** Courses designed for an indentured apprentice must have the approval of the State of California, Department of Industrial Relations Department, Division of Apprenticeship Standards.

**Priority "B" – Advanced Occupational:** Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter “B” should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled “B.” “B”-level courses must have Priority “C” prerequisites in the same program area.

**Priority "C" – Clearly Occupational:** Courses generally taken by students in the middle stages of their programs should have a difficulty level sufficient to detract “drop-ins.” Courses may be offered in several occupational programs within a broad area. The “C” priority, however, should also be used for courses within a specific program area when the criteria for “B” classification are not met. A “C”-level course should provide the student with entry-level job skills.

**Priority "D" -- Possibly Occupational:** “D” courses are those taken by students in the beginning stages of their occupational programs. The “D” priority can also be used for service (or survey) courses for other occupational programs.

**Priority "E" – Non-occupational.**

## SECTION VI: APPROVAL STATUS

### 1. APPROVAL STATUS:

- |  |   |                                 |   |                     |
|--|---|---------------------------------|---|---------------------|
| a. <input type="checkbox"/> New Course                           | . | Board Approval Date:            | . | Effective Semester: |
| b. <input type="checkbox"/> Addition of Existing District Course | . | College Approval Date:          | . | Effective Semester: |
| c. <input type="checkbox"/> Course Change*                       | . | College Approval Date:          | . | Effective Semester: |
| d. <input checked="" type="checkbox"/> Outline Update            | . | College Approval Date: 12/16/08 | . |                     |

\* Changes to a course require the completion of a "Course Change Request" form and approval by the college's Curriculum Committee. In some cases districtwide approval is also required; see, Administrative Regulation E-65, section 3(c) for details.

## SECTION VII: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(complete in consultation with Department Chair and the appropriate Academic Administrator)

1. **ORIGINATOR:** Felipe Payan

2. **DEPARTMENT:** Business

3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing courses. List courses and number of sections to be deleted:

First year:                      Second year:                      Third year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

4. **IMPACT** -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

**No** (If yes, briefly explain how)

5. **METHOD OF SUPPORT** -- Indicate how the college plans to support the proposed course:

Additional staff -- List additional staff needed:

Classroom -- List classroom type needed:

**Computer Lab**

Equipment -- List new equipment needed and indicate funding source for any new equipment:

Supplies- List supplies and indicate dollar value:

Library/Learning Resources- The course initiator shall consult with the College Librarian and review the college library, book, periodical, and electronic resource collections relevant to this course. List additional titles and resources to be considered for purchase as funding permits:

## CONTENT REVIEW FOR PREREQUISITE VALIDATION

**Target Course & Number, Title: CAOT 84**

(Course to which pre/corequisite/advisory applies)

Check Applicable Box
----------------------------

- Prerequisite:  
 Corequisite:  
 Advisory: CAOT 1

**A. Target Course Entry Skills: CAOT 84**

(For prerequisites/corequisites, list specific skills and/or knowledge necessary for students to succeed in the target class. For advisories, list skills/knowledge which will enrich or deepen the student's knowledge obtained from the course but without which the student may still succeed in the course. Attach additional sheet if necessary. NUMBER EACH SKILL.)

Demonstrate knowledge and application of the following skills:

1. Type 25 words a minute.

**B. Exit Skills Provided By Prerequisite/Corequisite/Advisory Course or Assessment:  
CAOT 1, Computer Keyboarding I**

(List specific skills and/or knowledge that are the outcome of the prerequisite/corequisite/advisory course or assessment. For courses already in the curriculum, these should be present in the course objectives in the course outline. Attach additional sheet if necessary. NUMBER EACH SKILL.)

1. Identify microcomputer system components.
2. Properly use keyboard, monitor, disk drives, disks and printer.
3. Place hands properly on home row position.
4. Recall computer keyboarding terminology.
5. Demonstrate proper touch keyboarding techniques on alphabetic and numeric symbol keys.
6. Use function keys and other special keys on the computer.
7. Proofread typed material, mark and count errors on timings.
8. Compose sentences and short paragraphs at the computer.
9. Demonstrate skill in classroom exercises, timed writings and tests, keyboarding 25 words per minute.

## CONTENT REVIEW SKILLS MATRIX FOR PREREQUISITE VALIDATION\*

\*Validation requires at least one match of each entry skill with any exit skill(s).

**CAOT 84**  
**Microcomputer Office Applications: Word Processing**

**Entering Skills of Target Course**

**CAOT 1**  
**Computer Keyboarding I**  
**Exit Skills of Prerequisite Course**

	1	2	3	4	5	6	7	8	9
1	X								
2									
3									
4									
5									
6									
7									
8									
9									

Was validation achieved?  YES or  NO

**Comments:**

(Include justification for assessments, health and safety, or non-course prerequisites)

**PARTICIPANTS IN CONTENT REVIEW:**

(Signatories should include instructors for both exit and entering skills courses.)

Name: Felipe Payan Title: Instructor Initial: FP Date: 12/18/2008

Name: Nouha Toure Title: Department Chair Initial: NT Date: 12/18/2008

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFIED BY:**

<u>Felipe Payan</u>	<u>12/18/2008</u>
Initiator	Date
<u>Nouha Toure</u>	<u>12/18/2008</u>
Department Chairperson	Date
<u>Linda Larson-Singer</u>	<u>12/16/2008</u>
Curriculum Chairperson	Date

## CERTIFICATION AND RECOMMENDATION

This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate of Arts Degree.

This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

**We certify that the information and answers above properly represent this course.**

**Felipe Payan**

Originator

**12/18/2008**

Date

**Nouha Toure**

Department/Cluster Chairperson

**12/18/2008**

Date

**Linda Larson-Singer**

Articulation Officer

**12/16/2008**

Date

**Shelley Werts**

Librarian

**12/18/2008**

Date

**Elmer Bugg**

Dean (if applicable)

**12/18/2008**

Date

**Linda Larson-Singer**

Curriculum Committee Chairperson

**12/16/2008**

Date

**Alfred Reed Jr.**

Academic Senate President

**12/19/2008**

Date

**Leige Doffoney**

Vice President, Academic Affairs

**01/06/2009**

Date

**Jack E. Daniels, III**

College President

**01/06/2009**

Date