

CATALOG INFORMATION

Dept and Nbr: ADLTED 762.2 Title: COMP OPS WRKP 2  
Full Title: Computer Operations for the Workplace 2  
Last Reviewed: 12/13/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly: ADLTED 761.5

**Catalog Description:**  
This is the second course in a 5-course series to build competency in Microsoft (MS) Word, Excel, and PowerPoint for personal and professional use. Students will learn to insert and format pictures, shapes, text boxes, tables and charts, and add a page border to create a variety of documents in MS Word.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED762.1

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This is the second course in a 5-course series to build competency in Microsoft (MS) Word, Excel, and PowerPoint for personal and professional use. Students will learn to insert and format pictures, shapes, text boxes, tables and charts, and add a page border to create a variety of documents in MS Word. (Non-Credit Course)  
Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED762.1

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Apply complex formatting to documents in MS Word
2. Create a variety of documents using text, images, and objects

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Insert and format pictures, shapes, text boxes, tables, and charts in a MS Word document
2. Add a border to a page in a MS Word document
3. Create invitations, flyers, and other documents in MS Word

### **Topics and Scope:**

#### **I. Inserting and Formatting Pictures**

- A. Insert a picture from a file
- B. Insert online pictures
- C. Change text wrapping settings
- D. Crop an image
- E. Add a border
- F. Make image adjustments

#### **II. Inserting and Formatting Shapes**

- A. Insert a text box
- B. Resize a shape
- C. Modify a shape
- D. Add shape effects

#### **III. Inserting and Formatting Text Boxes**

- A. Insert a text box
- B. Move a text box
- C. Resize a text box
- D. Modify a text box

#### IV. Inserting and Formatting Tables

- A. Insert a blank table
- B. Convert text to a table
- C. Modify tables

#### V. Inserting and Formatting Charts

- A. Insert a chart
- B. Modify charts

#### VI. Adding a Border to a Page

- A. Add a border
- B. Change border width and color

#### VII. Documents

- A. Invitations
- B. Flyers

#### Assignment:

1. Inserting and formatting pictures (2-4)
2. Inserting and formatting shape(s) (1-2)
3. Inserting and formatting text box(es) (1-2)
4. Inserting and formatting table(s) (1-3)
5. Inserting and formatting chart(s) (1-2)
6. Adding a border to a page (1-2)
7. Summative demonstration of skill attainment (1)

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Insert and formatting pictures, shapes, text boxes, tables, and charts exercises; adding a border to a page exercises; summative demonstration of skill attainment

Skill Demonstrations  
65 - 100%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 35%

**Representative Textbooks and Materials:**  
Instructor and department prepared materials