ADLTED 764 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: ADLTED 764   Title: INTRO STUDENT INFO SYSTM
Full Title: Introduction to Student Information Systems
Last Reviewed: 3/11/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	2	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	2	Lab Scheduled	6.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	6.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 6.00

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

Catalog Description:
For students who are preparing to work in educational settings, this course is an introduction to the basic functions and uses of the computer as they relate to using a school district's programs, website, and student information systems.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of ADLTED 761.1 (or ADLTED 761)

Limits on Enrollment:

Schedule of Classes Information:
Description: For students who are preparing to work in educational settings, this course is an introduction to the basic functions and uses of the computer as they relate to using a school district's programs, website, and student information systems. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course Completion of ADLTED 761.1 (or ADLTED 761)
Limits on Enrollment:

Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

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. Effectively use a computer to access and navigate a school district's website and student information system.

Objectives:
At the conclusion of this course, the student should be able to:
1. Access and navigate a school district website
2. Assist parents, caregivers, and students in registering for school or classes
3. Assist parents, caregivers, and students in communicating with teachers and school site staff
4. Locate and review student records in the district portal
5. Assist parents, caregivers, and students in purchasing student supplies through web e-commerce system

Topics and Scope:

I. District Website
   A. Navigation
   B. District portals
   C. Local control accountability plan
   D. School calendars
II. School Communication
   A. Communication systems
   B. When and how to communicate
   C. Annual policy notices
   D. Uniform complaint forms
III. Enrollment Documentation
   A. Registering in a new school district
   B. Transferring from another district/state/country
IV. Accessing Grade Reports/Report Cards and Teacher Communications
   A. Report cards

B. Attendance
  C. Transcripts
  D. Teacher communication
V. Ordering School Supplies and Textbooks

Assignment:

Website Access:
1. Create a log-in identity and password for the district website
2. Locate and comment on local control accountability plan
3. Locate and access most used forms
4. Practice ordering supplies

Student Portal Access:
1. Practice the registration process
2. Practice school site communication
3. Find student records

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.

Website and student portal access practice using school district applications

Skill Demonstrations 70 - 80%

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 20 - 30%

Representative Textbooks and Materials:
Instructor prepared materials