

ADLTED 762 Course Outline as of Summer 2017**CATALOG INFORMATION**

Dept and Nbr: ADLTED 762 Title: BASIC COMPUTERS: LEVEL 2

Full Title: Basic Computers: Level 2

Last Reviewed: 11/22/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	6	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

Catalog Description:

Introduction to the basic functions and uses of the computer, including: creating and editing email contact and distribution lists; creating events and invitations in a calendar program; formatting texts of paragraphs in documents.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADED 761.1 (or ADLTED 761.1 or ADLTED 761)

Limits on Enrollment:**Schedule of Classes Information:**

Description: Introduction to the basic functions and uses of the computer, including: creating and editing email contact and distribution lists; creating events and invitations in a calendar program; formatting texts of paragraphs in documents. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADED 761.1 (or 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:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Create and edit email contacts and contact groups or distribution lists
2. Use a calendar programs to create events and invitations
3. Format texts of paragraph in documents
4. Apply bullets and numbering to a document
5. Run spellcheck and be able to change the language

Topics and Scope:

- I. Email Address Book
 - A. Adding contacts
 - B. Editing contacts
 - C. Contact groups and distributions lists
- II. Calendar Operations
 - A. Creating appointments and events
 - B. Sharing calendars
 - C. Calendar invitations
- III. Basic Skills in Word Processing
 - A. Editing and formatting documents
 - B. Inserting and formatting objects
 - C. Spellcheck
 - D. Change languages
 - E. Bullets and numbering
 - F. Creating folders

Assignment:

1. Email and address book exercises (4 to 5)
2. Calendar operation exercises (4 to 5)

3. Editing and formatting document exercises (3 to 5)

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.

E-mail and address book exercises; calendar operation exercises; editing and formatting document exercises

Skill Demonstrations
65 - 70%

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
30 - 35%

Representative Textbooks and Materials:

Instructor prepared materials