

**ADLTED 763 Course Outline as of Summer 2017****CATALOG INFORMATION**

Dept and Nbr: ADLTED 763 Title: BASIC COMPUTERS: LEVEL 3

Full Title: Basic Computers: Level 3

Last Reviewed: 12/13/2021

<b>Units</b>		<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>	<b>Course Hours Total</b>	
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 email folders; using complex word processing operations; basic principles of Excel.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ADED 761.3 ( or ADLTED 761.3 or ADLTED 762)

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

Description: Introduction to the basic functions and uses of the computer, including: creating email folders; using complex word processing operations; basic principles of Excel. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADED 761.3 ( or ADLTED 761.3 or ADLTED 762)

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**

**Outcomes and Objectives:**

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

1. Create folders and manage sent and received emails
2. Create and insert headers and footers, tables of contents, indexes and cover pages
3. Apply page numbers to a document
4. Create, modify, format, and edit workbooks in Excel
5. Create simple formulas in Excel

**Topics and Scope:**

- I. Other Email Features
  - A. Creating folder in an email system
  - B. Filing email into folders
  - C. Activating email options such as signatures, vacation or out-of-office responses
- II. Complex Word Processing Operations
  - A. Headers and footers
  - B. Footnotes and endnotes
  - C. Table of contents, indexes, and cover pages
  - D. Bullets and numbering
  - E. Captions and page numbers
- III. Introduction to Excel
  - A. Basic features and elements of Excel
  - B. Format cells
  - C. Enter and edit data
  - D. Create simple formulas and charts

**Assignment:**

1. Email practice exercises (4 to 5)
2. Word processing exercises (3 to 5)
3. Excel exercises (3 to 5)

#### 4. Summative demonstraton 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.

Email practice and exercises; Word processing practice and exercises; Excel practice and exercises; Summative demonstraton of skill attainment

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