

**ADLTED 764 Course Outline as of Spring 2018****CATALOG INFORMATION**

Dept and Nbr: ADLTED 764 Title: INTRO STUDENT INFO SYSTM

Full Title: Introduction to Student Information Systems

Last Reviewed: 3/11/2019

<b>Units</b>		<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>	<b>Course Hours Total</b>	
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:**

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 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 as they relate to using a school district's programs, website, and student information systems. (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:

**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:**

1. Access and navigate a school district website
2. Register a child for school
3. Communicate with teachers and school site staff
4. Locate and review student records in the parent portal
5. Purchase student supplies through web e-commerce system

**Topics and Scope:**

I. District Website

- A. Navigation
- B. Parent portal
- C. Local control accountability plan
- D. School calendars

II. School Communication

- A. Communication systems
- B. When and how to communicate
- C. Annual parent notice
- D. Uniform complaint forms

III. Enrollment Documentation

- A. Registering for kindergarten
- B. Transferring from another district/state/country

IV. Accessing Grade Reports/Report Cards and Teacher Communications

- A. Report cards
- B. Attendance
- C. Transcripts

V. Ordering School Supplies

- A. School lunch
- B. Bus pass
- C. Other supplies

**Assignment:**

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 the registration process
5. Practice school site communication
6. Find student records
7. Practice ordering supplies

**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 access and 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