

ADLTED 761.3 Course Outline as of Spring 2019**CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.3 Title: BASIC COMPUTER OPS 3

Full Title: Basic Computer Operations 3: Format MS Word & Email Groups

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	3	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: ADLTED 762

Catalog Description:

Introduction to the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating and using folders in Gmail; formatting MS Word texts of paragraphs in documents; and attaching pictures and other objects to MS Word documents.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED761.2

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

Description: Introduction to the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating and using folders in Gmail; formatting MS Word texts of paragraphs in documents; and attaching pictures and other objects to MS Word documents. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED761.2

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

Student Learning Outcomes:

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

1. Effectively use some of the more advanced features of email.
2. Apply formatting techniques to stylize documents.
3. Insert and format pictures in a MS Word document.

Objectives:

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

1. Create and edit email contacts and contact groups or distribution lists
2. Format texts of paragraph in documents
3. Apply bullets and numbering to a document
4. Insert and format pictures in a MS Word document
5. Run spellcheck and be able to change the language

Topics and Scope:

I. Formatting in MS Word

- A. Edit and format documents
- B. Insert and format objects or pictures
- C. Spellcheck
- D. Change languages
- E. Bullets and numbering
- F. Create folders

II. Email Address Book

- A. Add contacts
- B. Edit contacts
- C. Add and create contact groups and distributions lists

Assignment:

1. Email and address book exercises (4 to 5)
2. Editing and formatting document exercises (5 to 8)

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; 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