

**ADLTED 761.5 Course Outline as of Spring 2019****CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.5 Title: BASIC COMPUTER OPS 5

Full Title: Basic Computer Operations 5: MS Word, Google Docs, Excel

Last Reviewed: 12/13/2021

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 763

**Catalog Description:**

Introduction to the basic functions and uses of the computer, including: using more complex MS Word processing operations; basic principles of Google Docs and Excel.

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

Course Completion of ADLTED761.4

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

Description: Introduction to the basic functions and uses of the computer, including: using more complex MS Word processing operations; basic principles of Google Docs and Excel. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED761.4

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**

**Student Learning Outcomes:**

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

1. Apply complex formatting to documents in preparation for academic and workplace tasks.
2. Use Google Docs to access and upload documents.
3. Prepare simple spreadsheets in Excel.
4. Demonstrate basic skills mastery of computers and software programs.

**Objectives:**

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

1. Create and insert headers and footers, tables of contents, indexes and cover pages
2. Apply page numbers to a document
3. Create, modify, format, and edit workbooks in Excel
4. Create simple formulas in Excel
5. Add signature to email account

**Topics and Scope:**

- I. Complex Word Processing Operations
  - A. Headers and footers
  - B. Footnotes and endnotes
  - C. Table of contents, indexes, and cover pages
  - D. Captions and page numbers
- II. Google Docs
  - A. Access
  - B. Upload
- III. Basic Features and Elements in Excel
  - A. Create simple spreadsheets
  - B. Sort a list
  - C. Format cells and data
  - D. Delete and insert rows and columns

## Assignment:

1. Word processing exercises using headers, footers, page numbering, indexes and table of contents, footnotes (3 to 5)
2. Excel exercises (3 to 5)
3. Google Docs exercises in saving, filing, and sending (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.

MS Word processing practice and exercises; Excel practice and exercises; Google Docs 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