ADED 762.1 Course Outline as of Summer 2025

CATALOG INFORMATION

Dept and Nbr: ADED 762.1   Title: COMP OPS WRKP 1
Full Title: Computer Operations for the Workplace 1
Last Reviewed: 11/22/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled		0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled		24.00
		Contact DHR	0		Contact DHR		0
		Contact Total	2.00		Contact Total		24.00
		Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly: ADLTED 762.1

Catalog Description:
This is the first course in a 5-course series to build competency in MS Word, Excel, and PowerPoint for personal and professional use. Students will learn to create a variety of documents, format text and paragraphs, and use formatting techniques to stylize a document in Microsoft (MS) Word.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of ADLTED 761.3

Limits on Enrollment:

Schedule of Classes Information:
Description: This is the first course in a 5-course series to build competency in MS Word, Excel, and PowerPoint for personal and professional use. Students will learn to create a variety of documents, format text and paragraphs, and use formatting techniques to stylize a document in Microsoft (MS) Word. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 761.3
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. Create a variety of documents in MS Word
2. Format text in MS Word
3. Apply formatting techniques to stylize MS Word document

Objectives:
At the conclusion of this course, the student should be able to:
1. Format text: font, size, and color
2. Change text alignment and adjust line and paragraph spacing
3. Insert and modify bulleted and numbered lists
4. Customize page orientation, paper size and page margins
5. Change the language of a document and run a spelling and grammar check
6. Create and edit headers and footers

Topics and Scope:

I. Format Text
   A. Change font, font size, and font color
   B. Use the Bold, Italic, and Underline commands
   C. Change text case
   D. Highlight text

II. Text Alignment and Line and Paragraph Spacing
   A. Change text alignment
   B. Format line spacing
   C. Format paragraph spacing

III. Bulleted and Numbered Lists
    A. Create a bulleted list
    B. Create a numbered list
    C. Restart a numbered list
    D. Customize bullet points
    E. Change the bullet point color

IV. Page Orientation, Paper Size, and Page Margins
    A. Change page orientation
    B. Change page size
    C. Use a custom page size
    D. Format page margins

V. Change the Language and Run a Spelling and Grammar Check
    A. Change the language
    B. Run a spelling and grammar check

VI. Headers and Footers
    A. Create headers and footers
    B. Edit headers and footers
    C. Add page numbers

Assignment:

1. Create documents utilizing:
    A. Use formatted text (2-4)
    B. Text alignment and line and paragraph spacing (1-3)
    C. Bulleted and Numbered List(s) (1-2)
    D. Page orientation, paper size and page margins (1-3)
    E. Change the language and run spelling and grammar check (1-2)
    F. Headers and footers (2-4)
2. Summative demonstration 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.

Create, edit, and format a variety of documents in MS Word; summative demonstration of skill attainment		Skill Demonstrations 65 - 100%

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 0 - 35%

Representative Textbooks and Materials:
Instructor and department prepared materials