ADLTED 761 Course Outline as of Summer 2017

CATALOG INFORMATION

Dept and Nbr: ADLTED 761 Title: BASIC COMPUTERS: LEVEL 1 Full Title: Basic Computers: Level 1 Last Reviewed: 11/22/2021

Units		Course Hours per Week	i I	Nbr of Weeks	Course Hours Total	
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-CreditGrading:Non-Credit CourseRepeatability:27 - Exempt From Repeat ProvisionsAlso Listed As:Formerly:

Catalog Description:

Introduction to the basic functions and uses of the computer, including: using the keyboard and mouse; browsing the internet and online purchasing; creating an email account for sending and receiving messages; creating and saving documents.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:

Description: Introduction to the basic functions and uses of the computer, including: using the keyboard and mouse; browsing the internet and online purchasing; creating an email account for sending and receiving messages; creating and saving documents. (Non-Credit Course) Prerequisites/Corequisites: Recommended: Limits on Enrollment:

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

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

- 1. List the parts of a computer and their functions
- 2. Use the mouse and keyboard
- 3. Perform web searches using different search engines
- 4. Read, send, and reply to email messages
- 5. Create and save documents using a template

Topics and Scope:

- I. Parts of a Computer
 - A. Hardware--learning the names and functions
 - B. How to use the mouse
 - C. How to use the keyboard
- II. Navigating the Internet and Understanding Web Page Applications
 - A. Browsing the internet
 - B. Online purchasing
 - C. Using Craigslist and other web applications
- III. Introduction to Email
 - A. Creating an email account
 - B. Logging in and out
 - C. Opening emails
 - D. Replying to emails
 - E. Sending attachments
- IV. Introduction to Word Processing Applications
 - A. Creating and saving documents
 - B. Adding pictures to a document

Assignment:

- 1. Typing practice, mouse and keyboard exercises (2 to 5)
- 2. Internet search exercises (2 to 4)
- 3. Online purchasing activities (1 to 2)
- 4. Craigslist exercise
- 5. Typing, saving, and printing letters
- 6. Creating a flyer and an invitation
- 7. Filling out a job application or other kinds of forms
- 8. Pre and post assessments (not graded)
- 9. Create, send and receive emails

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

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Internet search exercises

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Computer exercises; typing letters; filling out forms; creating emails, flyers and invitations; using Craigslist or other web applications

Exams: All forms of formal testing, other than skill performance exams.

None

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Representative Textbooks and Materials:

Instructor prepared materials

Writing 0 - 0%	
	-
Problem solving	
0 - 5%	
Skill Demonstrations 65 - 70%	
05 - 7070	
Exams 0 - 0%	

