

ADLTED 763 Course Outline as of Summer 2017**CATALOG INFORMATION**

Dept and Nbr: ADLTED 763 Title: BASIC COMPUTERS: LEVEL 3

Full Title: Basic Computers: Level 3

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	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-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, including: creating email folders; using complex word processing operations; basic principles of Excel.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED 761.3 (or ADLTED 762)

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

Description: Introduction to the basic functions and uses of the computer, including: creating email folders; using complex word processing operations; basic principles of Excel. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 761.3 (or ADLTED 762)

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

Outcomes and Objectives:

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

1. Create folders and manage sent and received emails
2. Create and insert headers and footers, tables of contents, indexes and cover pages
3. Apply page numbers to a document
4. Create, modify, format, and edit workbooks in Excel
5. Create simple formulas in Excel

Topics and Scope:

- I. Other Email Features
 - A. Creating folder in an email system
 - B. Filing email into folders
 - C. Activating email options such as signatures, vacation or out-of-office responses
- II. Complex Word Processing Operations
 - A. Headers and footers
 - B. Footnotes and endnotes
 - C. Table of contents, indexes, and cover pages
 - D. Bullets and numbering
 - E. Captions and page numbers
- III. Introduction to Excel
 - A. Basic features and elements of Excel
 - B. Format cells
 - C. Enter and edit data
 - D. Create simple formulas and charts

Assignment:

1. Email practice exercises (4 to 5)
2. Word processing exercises (3 to 5)
3. Excel exercises (3 to 5)

4. Summative demonstraton 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.

Email practice and exercises; Word processing practice and exercises; Excel practice and exercises; Summative demonstraton of skill attainment

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