

**ADLTED 761.1 Course Outline as of Spring 2019****CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.1 Title: BASIC COMPUTER OPS 1

Full Title: Basic Computer Operations 1: Computer Operations

Last Reviewed: 4/9/2018

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 761

**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.

**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. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended:

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:**

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

1. Effectively use a computer and the keyboard to type, print, access, and create email.
2. Use the internet to search for information.
3. Use the internet to search for and purchase merchandise or services.

**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

**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

## Assignment:

1. Typing practice, mouse and keyboard exercises (4 to 6)
2. Internet search exercises (2 to 4)
3. Online purchasing activities (1 to 2)
4. Craigslist exercise
5. Create, send, and receive emails
6. Pre and post assessments (not graded)

## 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.

Internet search exercises

Problem solving  
0 - 5%

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

Computer exercises; using Craigslist or other web applications

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