

ADLTED 761.2 Course Outline as of Fall 2018**CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.2 Title: BASIC COMPUTER OPS 2

Full Title: Basic Computer Operations 2: Beginning MS Word Processing

Last Reviewed: 4/10/2018

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:

Catalog Description:

Introduction to basic functions and uses of the computer related to using a computer for more complex email actions and introductory word processing using MS Word.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED 761.1

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

Description: Introduction to basic functions and uses of the computer related to using a computer for more complex email actions and introductory word processing using MS Word. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 761.1

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

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 more complex email.
2. Create and save documents including copying and pasting.

Objectives:

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

1. Read, send, and reply to email messages using attachments, forwarding, and CC and BCC functions
2. Create and save documents in Microsoft Word
3. Copy and paste in Microsoft Word
4. Save a picture and send as an attachment

Topics and Scope:

- I. Complex Functions in Email
 - A. Forwarding an email
 - B. Deleting email
 - C. CC function (copying to another sender)
 - D. BCC function (blind copying to other senders)
 - E. Sending attachments
 - F. Saving a picture and sending as an attachment
- II. Introduction to MS Word Processing Application
 - A. Typing a MS Word document
 - B. Saving a MS Word document
 1. To the desktop
 2. To My Documents
 3. To a USB drive

Assignment:

1. Typing practice, mouse and keyboard exercises (2 - 5)
2. Create, send, receive, and delete emails
3. Typing, saving, and printing documents, letters and emails
4. 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.

None

Problem solving
0 - 0%

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

Computer exercises; typing letters; creating emails; attachments in emails

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