

**ADLTED 761.3 Course Outline as of Spring 2019****CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.3 Title: BASIC COMPUTER OPS 3

Full Title: Basic Computer Operations 3: Format MS Word &amp; Email Groups

Last Reviewed: 11/22/2021

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	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 762

**Catalog Description:**

Introduction to the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating and using folders in Gmail; formatting MS Word texts of paragraphs in documents; and attaching pictures and other objects to MS Word documents.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ADLTED761.2

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

Description: Introduction to the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating and using folders in Gmail; formatting MS Word texts of paragraphs in documents; and attaching pictures and other objects to MS Word documents. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED761.2

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**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. Effectively use some of the more advanced features of email.
2. Apply formatting techniques to stylize documents.
3. Insert and format pictures in a MS Word document.

### **Objectives:**

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

1. Create and edit email contacts and contact groups or distribution lists
2. Format texts of paragraph in documents
3. Apply bullets and numbering to a document
4. Insert and format pictures in a MS Word document
5. Run spellcheck and be able to change the language

### **Topics and Scope:**

#### **I. Formatting in MS Word**

- A. Edit and format documents
- B. Insert and format objects or pictures
- C. Spellcheck
- D. Change languages
- E. Bullets and numbering
- F. Create folders

#### **II. Email Address Book**

- A. Add contacts
- B. Edit contacts
- C. Add and create contact groups and distributions lists

## Assignment:

1. Email and address book exercises (4 to 5)
2. Editing and formatting document exercises (5 to 8)

## 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.

E-mail and address book exercises; editing and formatting document exercises

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