ADLTED 761.6 Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: ADLTED 761.6 Title: BASIC COMPUTER OPS 6 Full Title: Basic Computer Operations 6: Basic Excel and Google Sheets Last Reviewed: 12/13/2021

Units		Course Hours per Week	ľ	Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		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: Google Sheets and Google Drive; creating formulas in Excel; creating and formatting graphs in Excel.

Prerequisites/Corequisites:

Recommended Preparation: Course Completion of ADLTED 761.5

Limits on Enrollment:

Schedule of Classes Information:

Description: Introduction to the basic functions and uses of the computer, including: Google Sheets and Google Drive; creating formulas in Excel; creating and formatting graphs in Excel. (Non-Credit Course) Prerequisites/Corequisites: Recommended: Course Completion of ADLTED 761.5 Limits on Enrollment: Transfer Credit:

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

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

- 1. Prepare simple spreadsheets in Excel.
- 2. Demonstrate basic skills mastery of computers and software programs.
- 3. Use Google Sheets and Google Drive.

Objectives:

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

- 1. Create, modify, format, and edit workbooks in Excel
- 2. Create simple formulas in Excel
- 3. Insert and format graphs in Excel
- 4. Create spreadsheets in Google Sheets
- 5. Use Google Drive

Topics and Scope:

- I. Formulas and Graphs in Excel A. Format graphs in Excel

 - B. Charts in Excel
 - C. Create simple formulae
 - 1. Addition
 - 2. Subtraction
 - 3. Multiplication
 - 4. Mixed formulae
- II. Google Sheets and Google Drive
 - A. Basic elements of Google Sheets
 - B. Use Google Drive

Assignment:

1. Excel exercises (3 - 5)

- 2. Google Sheets exercises (3 5)
- 3. Google Drive exercises (2 3)
- 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

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

None

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

Excel practice and exercises; Google Sheets exercises; Google Drive exercises; Summative demonstraton of skill attainment

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

Problem solving 0 - 0%
Skill Demonstrations 65 - 70%

Writing

0 - 0%

Exams 0 - 0%

Other Category	
30 - 35%	