

**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: 4/3/2018

<b>Units</b>		<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>	<b>Course Hours Total</b>	
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:

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:

**CSU Transfer:**      Effective:      Inactive:

**UC Transfer:**      Effective:      Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will 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

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.

Excel practice and exercises; Google Sheets exercises; Google Drive 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