

**ADLTED 761.3 Course Outline as of Fall 2022****CATALOG INFORMATION**

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

Full Title: Basic Computer Operations 3

Last Reviewed: 11/22/2021

Units		Course Hours per Week		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: ADLTED 762

**Catalog Description:**

In this third course in a 3-course series the student will continue to build competency in basic computer operations. The student will build their skills in the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating a vacation responder and filters; searching for mail and recalling an email in Gmail; creating events and invitations in Google Calendar; using cut, copy, and paste in Microsoft (MS) Word.

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

Course completion of ADLTED 761.2

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

Description: In this third course in a 3-course series the student will continue to build competency in basic computer operations. The student will build their skills in the basic functions and uses of the computer, including: creating and editing email contacts and distribution lists; creating a vacation responder and filters; searching for mail and recalling an

email in Gmail; creating events and invitations in Google Calendar; using cut, copy, and paste in Microsoft (MS) Word. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course completion of ADLTED 761.2

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:**

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

1. Effectively use some of the more advanced email features in Gmail
2. Use simple and complex features of Google calendar
3. Acquire the skills to be able to cut, copy and paste text in MS Word

### **Objectives:**

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

1. Create, edit, and delete email contacts
2. Create contact groups and add existing and new contacts to a contact group
3. Create and edit different type of events in Google Calendar
4. Send Google calendar invites
5. Share a calendar with others
6. Cut, copy and paste text in MS Word

### **Topics and Scope:**

- I. Google Contacts
  - A. Add new contacts
  - B. Edit contacts
  - C. Delete contacts
  - D. Create contact groups
  - E. Add contacts to a contact group
- II. Advanced Email Functions
  - A. Add a vacation responder

- B. Create filters
  - C. Search for specific messages
  - D. Recall an email
- III. Google Calendar
- A. Create events
  - B. Add recurring and all-day events
  - C. Edit events
  - D. Send invitations
  - E. Share a calendar with others
- IV. Cut, Copy and Paste in MS Word
- A. Copy and paste
  - B. Cut and paste

### Assignment:

1. Use Google contacts for home and work (3-5)
2. Perform advanced email functions (3-5)
3. Use Google Calendar (6-9)
4. Cut, copy, and paste in MS Word (3-5)
5. Summative demonstration of skills 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.

Google contacts; advanced email functions; Google calendar; cut, copy and paste in MS Word; summative demonstration of skills attainment

Skill Demonstrations  
65 - 100%

**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  
0 - 35%

**Representative Textbooks and Materials:**  
Instructor and department prepared materials