

CATALOG INFORMATION

Dept and Nbr: ADLTED 761.2 Title: BASIC COMP OPS 2  
Full Title: Basic Computer Operations 2  
Last Reviewed: 11/22/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
In this second course in a 3-course series the student will continue to build competency in basic computer operations. This course introduces the student to basic functions and uses of the computer for more complex email actions, online shopping, using classified websites, online bill paying, and creating and saving an Microsoft (MS) Word document.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Completion of ADLTED 761.1

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this second course in a 3-course series the student will continue to build competency in basic computer operations. This course introduces the student to basic functions and uses of the computer for more complex email actions, online shopping, using classified websites, online bill paying, and creating and saving an Microsoft (MS) Word document. (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:**

<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 a computer to use complex email features
2. Successfully navigate the internet to complete online purchases, use classified ad websites, and pay bills online
3. Acquire the skills necessary to create and save a MS Word document

### **Objectives:**

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

1. Send and reply to email messages using attachments, forwarding, and CC and BCC functions
2. Save a picture and send as an attachment
3. Create labels, change default language, add a signature and change profile picture in Gmail
4. Shop online, use classified ad websites, and pay bills online
5. Create and save a Word document

### **Topics and Scope:**

#### **I. Complex Functions in Email**

- A. Forward an email
- B. Delete emails
- C. Use CC function (copying to another sender)
- D. Use BCC function (blind copying to other senders)
- E. Send attachments
- F. Save a picture and send as an attachment
- G. Create labels
- H. Change default language
- I. Add a signature

J. Change profile picture

## II. Navigating the Internet

- A. Shop online
- B. Use classified ad websites
- C. Pay bills online

## III. Introduction to MS Word

- A. Type an MS Word document
- B. Save an MS Word document and send it as an attachment through email

### Assignment:

1. Send, reply, forward, and delete emails (2-4)
2. Send attachment(s) through email (1-3)
3. Create folders, change default language, add a signature, and change profile picture in Gmail (3-5)
4. Navigating the internet: Online shopping, classified website, paying bills online (4-6)
5. Typing, saving, and sending a MS Word document as an attachment through email (4-6)
6. Summative demonstration 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.

Email exercises; navigating the internet exercises; typing and saving a MS Word document; summative demonstration of skill 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