

CATALOG INFORMATION

Dept and Nbr: ADLTED 762.3 Title: COMP OPS WRKP 3  
Full Title: Computer Operations for the Workplace 3  
Last Reviewed: 12/13/2021

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: ADLTED 761.6

**Catalog Description:**  
This is the third course in a 5-course series to build competency in Microsoft (MS) Word, Excel, and PowerPoint for personal and professional use. The student will learn the basic features of MS Excel to create and format simple worksheets.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course completion of ADLTED 762.2

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This is the third course in a 5-course series to build competency in Microsoft (MS) Word, Excel, and PowerPoint for personal and professional use. The student will learn the basic features of MS Excel to create and format simple worksheets. (Non-Credit Course)  
Prerequisites/Corequisites:  
Recommended: Course completion of ADLTED 762.2  
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:
---------------	----------------------	------------	-----------

<b>CSU Transfer:</b>	Effective:	Inactive:
----------------------	------------	-----------

<b>UC Transfer:</b>	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. Create simple worksheets in Excel
2. Enhance a worksheet using different formatting options

### **Objectives:**

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

1. Identify the different components of an Excel worksheet
2. Open an existing workbook and create a new one
3. Enter and delete text and numbers
4. Insert and delete rows and columns
5. Format rows and columns
6. Sort and filter data

### **Topics and Scope:**

#### **I. Getting Started with Excel**

- A. Navigate the ribbon
- B. Use the quick access toolbar
- C. Worksheet views
- D. Create a new workbook
- E. Open an existing workbook

#### **II. Basic Features and Elements in Excel**

- A. Enter and delete data
- B. Copy and paste cell content
- C. Use the fill handle
- D. Save a workbook

#### **III. Working with Rows and Columns**

- A. Insert and delete rows and columns
- B. Modify column width and row height
- C. Hide and unhide rows and columns
- D. Wrap text and merge cells

#### IV. Formatting Cells

- A. Change font, size, and color
- B. Add cell borders and fill colors
- C. Apply cell styles
- D. Change text alignment
- E. Apply number formats

#### V. Organizing Data

- A. Sort data
- B. Filter data

#### Assignment:

1. Using basic features and elements in Excel (2-4)
2. Working with rows and columns (3-6)
3. Formatting cells (3-6)
4. Organizing data (2-4)
5. 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.

Basic features and elements in excel exercises; working with rows and columns exercises; formatting cells exercises; organizing data exercises; 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