

CATALOG INFORMATION

Dept and Nbr: ADLTED 761.1 Title: BASIC COMP OPS 1
Full Title: Basic Computer Operations 1
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: ADLTED 761

Catalog Description:
In this first course in a 3-course series, the student will begin to build competency in basic computer operations. This first course introduces the student to basic functions and uses of the computer including: using the keyboard and mouse, browsing the internet, and creating and using an email account for sending and replying to messages.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this first course in a 3-course series, the student will begin to build competency in basic computer operations. This first course introduces the student to basic functions and uses of the computer including: using the keyboard and mouse, browsing the internet, and creating and using an email account for sending and replying to messages. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended:
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:

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

1. Demonstrate understanding of computer hardware and software
2. Use the internet to search for information
3. Use basic email functions

Objectives:

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

1. Turn a computer on and off
2. List the parts of a computer and their functions
3. Use the mouse and keyboard
4. Perform web searches using different search engines
5. Read, send, and reply to email messages

Topics and Scope:

- I. Parts of a Computer
 - A. Identify hardware names and functions
 - B. Turn a computer on and off
 - C. Use the mouse
 - D. Use the keyboard
- II. Navigate the Internet and Understand Web Page Applications
 - A. Identify basic internet terminology
 - B. Explain parts of an internet address
 - C. Find information online
 - D. Use browsing tabs
 - E. Conduct common internet tasks for home and work
- III. Introduction to Email

- A. Create an email account
- B. Log in and out of email account
- C. Use The Six Parts of an email
- D. Send emails
- E. Open emails
- F. Reply to emails

Assignment:

1. Typing practice, mouse and keyboard exercises (3-5)
2. Internet search exercises (5-7)
3. Create, send, and receive emails (3-5)
4. 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.

Computer exercises; browsing the internet exercises; email 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