ADLTED 761 Course Outline as of Summer 2017

CATALOG INFORMATION

Dept and Nbr: ADLTED 761   Title: BASIC COMPUTERS: LEVEL 1
Full Title: Basic Computers: Level 1
Last Reviewed: 11/22/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	6	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		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: using the keyboard and mouse; browsing the internet and online purchasing; creating an email account for sending and receiving messages; creating and saving documents.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Introduction to the basic functions and uses of the computer, including: using the keyboard and mouse; browsing the internet and online purchasing; creating an email account for sending and receiving messages; creating and saving documents. (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

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. List the parts of a computer and their functions
2. Use the mouse and keyboard
3. Perform web searches using different search engines
4. Read, send, and reply to email messages
5. Create and save documents using a template

Topics and Scope:

I. Parts of a Computer
    A. Hardware--learning the names and functions
    B. How to use the mouse
    C. How to use the keyboard
II. Navigating the Internet and Understanding Web Page Applications
    A. Browsing the internet
    B. Online purchasing
    C. Using Craigslist and other web applications
III. Introduction to Email
    A. Creating an email account
    B. Logging in and out
    C. Opening emails
    D. Replying to emails
    E. Sending attachments
IV. Introduction to Word Processing Applications
    A. Creating and saving documents
    B. Adding pictures to a document

Assignment:

1. Typing practice, mouse and keyboard exercises (2 to 5)
2. Internet search exercises (2 to 4)
3. Online purchasing activities (1 to 2)
4. Craigslist exercise
5. Typing, saving, and printing letters
6. Creating a flyer and an invitation
7. Filling out a job application or other kinds of forms
8. Pre and post assessments (not graded)
9. Create, send and receive emails

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.

Internet search exercises	Problem solving 0 - 5%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Computer exercises; typing letters; filling out forms; creating emails, flyers and invitations; using Craigslist or other web applications	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