ADLTED 761.2 Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: ADLTED 761.2 Title: BASIC COMPUTER OPS 2
Full Title: Basic Computer Operations 2: Beginning MS Word Processing
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	3	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 basic functions and uses of the computer related to using a computer for more complex email actions and introductory word processing using MS Word.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of ADLTED 761.1

Limits on Enrollment:

Schedule of Classes Information:
Description: Introduction to basic functions and uses of the computer related to using a computer for more complex email actions and introductory word processing using MS Word. (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:

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. Effectively use a computer and the keyboard to type, print, access, and create more complex email.
2. Create and save documents including copying and pasting.

Objectives:
Upon completion of the course, students will be able to:
1. Read, send, and reply to email messages using attachments, forwarding, and CC and BCC functions
2. Create and save documents in Microsoft Word
3. Copy and paste in Microsoft Word
4. Save a picture and send as an attachment

Topics and Scope:

I. Complex Functions in Email
   A. Forwarding an email
   B. Deleting email
   C. CC function (copying to another sender)
   D. BCC function (blind copying to other senders)
   E. Sending attachments
   F. Saving a picture and sending as an attachment
II. Introduction to MS Word Processing Application
   A. Typing a MS Word document
   B. Saving a MS Word document
      1. To the desktop
      2. To My Documents
      3. To a USB drive

Assignment:

1. Typing practice, mouse and keyboard exercises (2 - 5)
2. Create, send, receive, and delete emails
3. Typing, saving, and printing documents, letters and emails
4. Pre and post assessments (not graded)

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; typing letters; creating emails; attachments in emails	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