

**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: 4/10/2018

<b>Units</b>		<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>	<b>Course Hours Total</b>	
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:**

<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:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will 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