

**ADLTED 761.4 Course Outline as of Fall 2018****CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.4 Title: BASIC COMPUTER OPS 4

Full Title: Basic Computer Operations 4: Google Calendar and MS Word

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 the basic functions and uses of the computer, including: creating events and invitations in the Google calendar program; formatting texts of paragraphs in documents, and creating flyers and invitations in MS Word.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ADLTED 761.3

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Introduction to the basic functions and uses of the computer, including: creating events and invitations in the Google calendar program; formatting texts of paragraphs in documents, and creating flyers and invitations in MS Word. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 761.3

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:**

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

1. Effectively use some of the more advanced features of email.
2. Use advanced features of the Google calendar program to create events and send invitations.
3. Apply formatting techniques to stylize documents.

### **Objectives:**

Upon completion of the course, students will be able to:

1. Create and edit email contacts and contact groups or distribution lists
2. Use the Google calendar program to create events and invitations
3. Format texts of paragraph in documents
4. Apply bullets and numbering to a document
5. Create flyers and invitations in MS Word
6. Run spellcheck and be able to change the language

### **Topics and Scope:**

- I. Email Address Book
  - A. Change profile picture
  - B. Change language preference
- II. Google Calendar Operations
  - A. Create appointments and events
  - B. Edit appointment and events
  - C. Share calendars
  - D. Calendar invitations
- III. Basic Skills in MS Word Processing
  - A. Edit and format documents
  - B. Change margins
  - C. Add page borders
  - D. Change languages

- E. Create folders
- F. Create flyers and invitations

### Assignment:

1. Email and address book exercises (4 - 5)
2. Google calendar operation exercises (4 - 5)
3. Editing and formatting document exercises (3 - 5)
4. Create a flyer and an invitation in MS Word

### 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.

E-mail and address book exercises; Google calendar operation exercises; editing and formatting document exercises; flyer; invitation

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