## ADLTED 761.5 Course Outline as of Spring 2019

## CATALOG INFORMATION

Dept and Nbr: ADLTED 761.5 Title: BASIC COMPUTER OPS 5
Full Title: Basic Computer Operations 5: MS Word, Google Docs, Excel
Last Reviewed: 12/13/2021

| Units |  | Course Hours per Week | Nbr of Weeks | Course Hours Total |  |
| :--- | :--- | :--- | :---: | :--- | ---: |
| Maximum | 0 | Lecture Scheduled | 0 | 6 | Lecture Scheduled |$\quad 0$

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly: ADLTED 763

## Catalog Description:

Introduction to the basic functions and uses of the computer, including: using more complex MS Word processing operations; basic principles of Google Docs and Excel.

## Prerequisites/Corequisites:

## Recommended Preparation:

Course Completion of ADLTED761.4

## Limits on Enrollment:

## Schedule of Classes Information:

Description: Introduction to the basic functions and uses of the computer, including: using more complex MS Word processing operations; basic principles of Google Docs and Excel. (Non-
Credit Course)
Prerequisites/Corequisites:
Recommended: Course Completion of ADLTED761.4
Limits on Enrollment:
Transfer Credit:

## ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: Area Effective: Inactive:
CSU GE: Transfer Area
IGETC: Transfer Area
CSU Transfer:
Effective:

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. Apply complex formatting to documents in preparation for academic and workplace tasks.
2. Use Google Docs to access and upload documents.
3. Prepare simple spreadsheets in Excel.
4. Demonstrate basic skills mastery of computers and software programs.

## Objectives:

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

1. Create and insert headers and footers, tables of contents, indexes and cover pages
2. Apply page numbers to a document
3. Create, modify, format, and edit workbooks in Excel
4. Create simple formulas in Excel
5. Add signature to email account

Topics and Scope:
I. Complex Word Processing Operations
A. Headers and footers
B. Footnotes and endnotes
C. Table of contents, indexes, and cover pages
D. Captions and page numbers
II. Google Docs
A. Access
B. Upload
III. Basic Features and Elements in Excel
A. Create simple spreadsheets
B. Sort a list
C. Format cells and data
D. Delete and insert rows and columns

## Assignment:

1. Word processing exercises using headers, footers, page numbering, indexes and table of contents, footnotes (3 to 5)
2. Excel exercises (3 to 5)
3. Google Docs exercises in saving, filing, and sending (3 to 5)

## 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 <br> $0-0 \%$ |
| :---: |

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or noncomputational problem solving skills.

None
Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

MS Word processing practice and exercises; Excel practice and exercises; Google Docs exercises

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: <br> Instructor prepared materials

