

ADLTED 761.6 Course Outline as of Fall 2018**CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.6 Title: BASIC COMPUTER OPS 6

Full Title: Basic Computer Operations 6: Basic Excel and Google Sheets

Last Reviewed: 12/13/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	9	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		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: Google Sheets and Google Drive; creating formulas in Excel; creating and formatting graphs in Excel.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED 761.5

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

Description: Introduction to the basic functions and uses of the computer, including: Google Sheets and Google Drive; creating formulas in Excel; creating and formatting graphs in Excel.
(Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 761.5

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. Prepare simple spreadsheets in Excel.
2. Demonstrate basic skills mastery of computers and software programs.
3. Use Google Sheets and Google Drive.

Objectives:

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

1. Create, modify, format, and edit workbooks in Excel
2. Create simple formulas in Excel
3. Insert and format graphs in Excel
4. Create spreadsheets in Google Sheets
5. Use Google Drive

Topics and Scope:

- I. Formulas and Graphs in Excel
 - A. Format graphs in Excel
 - B. Charts in Excel
 - C. Create simple formulae
 1. Addition
 2. Subtraction
 3. Multiplication
 4. Mixed formulae
- II. Google Sheets and Google Drive
 - A. Basic elements of Google Sheets
 - B. Use Google Drive

Assignment:

1. Excel exercises (3 - 5)

2. Google Sheets exercises (3 - 5)
3. Google Drive exercises (2 - 3)
4. Summative demonstraton of skill attainment (1)

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.

Excel practice and exercises; Google Sheets exercises; Google Drive exercises; Summative demonstraton of skill attainment

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