ADLTED 762.4 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: ADLTED 762.4 Title: COMP OPS WRKP 4
Full Title: Computer Operations for the Workplace 4
Last Reviewed: 11/8/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	12	Lecture Scheduled	0
Minimum	0	Lab Scheduled	2.00	3	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 24.00

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

Catalog Description:
In this fourth course of a 5-course series, students will build competency in MS Office Suite. This course will focus on Excel for personal and professional use. Students will learn to create more advanced worksheets using formulas, tables, charts, and graphs.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of ADLTED 762.3

Limits on Enrollment:

Schedule of Classes Information:
Description: In this fourth course of a 5-course series, students will build competency in MS Office Suite. This course will focus on Excel for personal and professional use. Students will learn to create more advanced worksheets using formulas, tables, charts, and graphs. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Completion of ADLTED 762.3

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. Perform calculations in an Excel Worksheet
2. Enhance the appearance of worksheets by inserting tables, charts, and graphs

Objectives:
At the conclusion of this course, the student should be able to:
1. Create and edit formulas
2. Add and modify tables
3. Insert charts and graphs
4. Edit chart's layout and style

Topics and Scope:

I. Formulas
   A. Create basic formulas
   B. Copy formulas with the fill handle
   C. Create formulas using functions
   D. Edit a formula

II. Tables
   A. Format data as a table
   B. Modify a table
   C. Remove a table

III. Charts and Graphs
   A. Insert charts and graphs
   B. Edit chart's layout and style
   C. Change chart type

Assignment:

1. Create formulas in Excel (3-6)
2. Add and modify table(s) in Excel (1-3)
3. Insert and edit charts and graphs in Excel (4-7)
4. Summative demonstration of skill attainment in Excel (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.

Creating formulas exercises; Adding and modifying table(s); Inserting and editing charts and graphs; Summative demonstration of skills attainment

Skill Demonstrations 65 - 100%

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 0 - 35%

Representative Textbooks and Materials:
Instructor and department prepared materials