ADED 761.1 Course Outline as of Summer 2025

CATALOG INFORMATION

Dept and Nbr: ADED 761.1 Title: BASIC COMP OPS 1
Full Title: Basic Computer Operations 1
Last Reviewed: 11/22/2021

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:	ADLTED 761.1

Catalog Description:
In this first course in a 3-course series, the student will begin to build competency in basic computer operations. This first course introduces the student to basic functions and uses of the computer including: using the keyboard and mouse, browsing the internet, and creating and using an email account for sending and replying to messages.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this first course in a 3-course series, the student will begin to build competency in basic computer operations. This first course introduces the student to basic functions and uses of the computer including: using the keyboard and mouse, browsing the internet, and creating and using an email account for sending and replying to messages. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended:
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. Demonstrate understanding of computer hardware and software
2. Use the internet to search for information
3. Use basic email functions

Objectives:
At the conclusion of this course, the student should be able to:
1. Turn a computer on and off
2. List the parts of a computer and their functions
3. Use the mouse and keyboard
4. Perform web searches using different search engines
5. Read, send, and reply to email messages

Topics and Scope:

I. Parts of a Computer
   A. Identify hardware names and functions
   B. Turn a computer on and off
   C. Use the mouse
   D. Use the keyboard
II. Navigate the Internet and Understand Web Page Applications
   A. Identify basic internet terminology
   B. Explain parts of an internet address
   C. Find information online
   D. Use browsing tabs
   E. Conduct common internet tasks for home and work
III. Introduction to Email

A. Create an email account
B. Log in and out of email account
C. Use The Six Parts of an email
D. Send emails
E. Open emails
F. Reply to emails

Assignment:

1. Typing practice, mouse and keyboard exercises (3-5)
2. Internet search exercises (5-7)
3. Create, send, and receive emails (3-5)
4. Summative demonstration 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.

Computer exercises; browsing the internet exercises; email exercises; summative demonstration of skill 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