ESL 722 Course Outline as of Fall 2011

CATALOG INFORMATION

Dept and Nbr: ESL 722   Title: INTRO ESL COMPUTER BASIC
Full Title: Introduction to ESL Computer Basics
Last Reviewed: 4/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	0	Lab Scheduled	2.00	6	Lab Scheduled	35.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 87.50

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

Catalog Description:
This is a course for ESL students who have little or no experience with computers and prepares students for future computer courses. This content-based ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills in preparation for computer classes. It includes introductory, hands-on experience with computer concepts such as standard operating systems, word processing, the Internet, and email.

Prerequisites/Corequisites:

Recommended Preparation:
Course Eligibility for EMLS 714 (or ESL 714)

Limits on Enrollment:

Schedule of Classes Information:
Description: This is a course for ESL students who have little or no experience with computers and prepares students for future computer courses. This content-based ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills in preparation for computer classes. It includes introductory, hands-on

experience with computer concepts such as standard operating systems, word processing, the Internet, and email. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course Eligibility for EMLS 714 (or ESL 714)
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

		Effective:	Inactive:
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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Use basic computer terms such as CPU, monitor, menu, window, flash drive memory, document, etc.
2. Show effective use of a computer keyboard and mouse.
3. Demonstrate functional competence in basic tasks such as creating, opening, editing, formatting, and printing word processor documents.
4. Utilize skills learned in word processing and presentation software to create a simple oral presentation.
5. Demonstrate competence in filling out computer-based forms, searching the web, and sending and receiving email.
6. Identify and use features of the SRJC student cubby.
7. Use basic reading strategies to analyze computer handouts for content and follow simple instructions.
8. Develop, revise and edit short paragraphs on the computer.
9. Take simple notes based on instructions.
10. Orally summarize accomplished lesson objectives.
11. Apply study and time management skills to complete assignments.
12. State purpose and goals for taking computer course(s) and identify SRJC computer classes for future study.

Topics and Scope:

Based on level-appropriate computer text and topic readings:

A. Introductory reading skills
 1. Pre-read
 2. Skim, scan
 3. Steps in performing lesson objectives
 4. Key elements and terminology

B. Vocabulary skills
 1. Meaning through context
 2. Dictionary use

C. Introductory study skills
 1. Simple note taking
 2. Basic internet research
 3. Organization of materials

D. Computer application skills
 1. Word processor software
 2. Email
 3. Internet
 4. Presentation software
 5. SRJC Student Cubby

E. Oral communication skills
 1. Basic presentation skills including visual aids
 2. Oral summarizing skills

F. Introductory writing skills
 1. Beginning pre-writing techniques, e.g. brainstorming, outlining, and listing
 2. Personal writing in short paragraphs

Assignment:

1. Complete exercises on basic computer vocabulary.
2. Maintain personal dictionary of introductory computer terminology.
3. Weekly paragraph writing using a word processor.
4. Integrate pictures, graphics, bullets, and various formatting into a word processor document.
5. Open and edit previously created documents.
6. Save files and print documents to demonstrate task completion.
7. Use a search engine to scan for needed information and take simple notes about a specific search result.
8. Fill out a form online.
9. Create an email account.
10. Create a list of contacts in the email account.
11. Send, reply, and forward email messages.
12. Take simple notes in order to prepare for an oral presentation, using three websites.
13. Access student cubby and navigate to find key information.
14. Final project using word processor and presentation software skills.

 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.

Writing using a word processor.	Writing 30 - 40%

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

Graphics, formatting, oral presentation	Problem solving 20 - 25%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

In-class exercises, email, oral presentations	Skill Demonstrations 25 - 40%

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 5 - 15%

Representative Textbooks and Materials:
Instructor prepared materials