

**ESL 732 Course Outline as of Fall 2014****CATALOG INFORMATION**

Dept and Nbr: ESL 732                      Title: ESL FOR COMPUTER STUDIES  
 Full Title: ESL for Computer Studies  
 Last Reviewed: 10/12/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	0	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

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 are interested in expanding their computer literacy skills. This ESL computer course includes reading, vocabulary, study and test-taking strategies, and written and oral communication skills. Students use Microsoft Office (Word, PowerPoint and Excel) as they develop language skills.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ESL 716

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

Description: This is a course for ESL students who are interested in expanding their computer literacy skills. This ESL computer course includes reading, vocabulary, study and test-taking strategies, and written and oral communication skills. Students use Microsoft Office (Word, PowerPoint and Excel) as they develop language skills. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Eligibility for ESL 716

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of the course students will be able to:

### COMPUTER SKILLS

1. Define key computer terms and use a textbook glossary or a dictionary effectively to learn computer-related vocabulary.
2. Create, revise, edit, format, save and print Microsoft Word documents of 1-2 pages.
3. Utilize skills learned in Microsoft Word and PowerPoint to create an oral presentation.
4. Create a Microsoft Excel spreadsheet using personal data.
5. Access computer-related materials such as magazines, newspapers, or manuals from library databases or from the Web.
6. Use the SRJC student portal to identify computer classes for future study.

### LANGUAGE SKILLS

1. Pre-read, skim and scan computer textbooks and related materials.
2. Analyze selected readings for comprehension, including main idea and supporting details.
3. Summarize orally lectures or readings of 500-1000 words.
4. Give a brief oral Microsoft PowerPoint presentation.

### STUDY SKILLS

1. Take clear notes based on a 45-minute lecture.
2. Apply quiz/exam preparation strategies.

**Topics and Scope:**

A. Computer Application Skills

1. Microsoft Word documents
2. Microsoft Excel spreadsheets

- 3. Microsoft PowerPoint presentations
- B. Content-Based Reading/Vocabulary Skills
  - 1. Pre-reading discussion
  - 2. Skimming and scanning
  - 3. Main idea and supporting details
  - 4. Outlining
  - 5. Meaning through context
  - 6. Glossary use
  - 7. Math terminology as it applies to Excel
- C. Writing Skills
  - 1. Pre-writing techniques, e.g. free writing, outlining, and listing
  - 2. Paragraph-length summaries
- D. Oral Communication Skills
  - 1. Oral summary of course material
  - 2. Presentation skills
- E. Study Skills
  - 1. Note taking
  - 2. Test preparation

**Assignment:**

- 1. Summary (written or oral) of a short reading or mini-lecture in 100-150 words.
- 2. Weekly vocabulary exercises in the textbook.
- 3. Bi-weekly note taking exercises and outlining of textbook chapters.
- 4. Bi-weekly textbook readings (5-10 pages) and selected articles.
- 5. 4 to 6, 1-2 page Microsoft Word written assignments, including tables, graphs, and pictures.
- 6. Microsoft Excel spreadsheet to organize personal data.
- 7. Research websites for final oral project.
- 8. Final 5-7 minute oral project using Microsoft PowerPoint.
- 9. 4 to 6 chapter quizzes and midterm and final exams.

**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.

Written homework, Summaries, reports, presentation notes & outlines

Writing  
25 - 35%

**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.

Class performances, Performance exams, Oral presentations

Skill Demonstrations  
30 - 55%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
15 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class participation and attendance

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

Welcome to Microsoft Office 2010, by Murphy, Jill, 2011

Instructor prepared materials