

**ESL 722 Course Outline as of Summer 2017****CATALOG INFORMATION**

Dept and Nbr: ESL 722 Title: ESL COMPUTER LITERACY  
 Full Title: ESL Computer Literacy  
 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. Students use operating systems, word processing, the Internet, and email, as they develop language skills. This ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills.

**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. Students use operating systems, word processing, the Internet, and email, as they develop language skills. This ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills. (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:**

<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**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Use a computer independently in a variety of contexts for personal, vocational, and academic purposes.  
Speak, read, and write about basic computer-related topics.
2. Use appropriate study skills when completing coursework.

**Objectives:**

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

### COMPUTER SKILLS

1. Use basic computer terms such as CPU, monitor, menu, window, flash drive, memory, document, etc.
2. Demonstrate functional competence in basic tasks such as creating, opening, editing, formatting, and printing documents, including short paragraphs.
3. Utilize skills learned in word processing and presentation software to create a simple oral presentation.
4. Demonstrate competence in filling out computer-based forms, searching the web, and sending and receiving email.
5. Identify features of and navigate the SRJC student portal.

### LANGUAGE SKILLS

1. Orally summarize accomplished lesson objectives.
2. Use process-writing techniques for paragraph development.
3. Use reading strategies for comprehension.

### STUDY SKILLS

1. analyze course handouts for content and follow simple instructions.

2. Take simple class notes based on instructions.

### **Topics and Scope:**

Based on level-appropriate computer text and topic readings:

#### A. Computer application skills

1. Word processor software
2. Email
3. Internet
4. Presentation software including visual aids
5. SRJC Student Portal

#### B. Computer component skills

1. Keyboard and mouse
2. USB storage
3. Printer usage

#### C. Introductory content-based reading/vocabulary skills

1. Pre-read
2. Skim, scan
3. Steps in performing lesson objectives
4. Key elements and terminology
5. Meaning through context
6. Dictionary use

#### D. Introductory writing skills

1. Beginning pre-writing techniques, e.g. brainstorming, outlining, and listing
2. Word processing short paragraphs

#### E. Oral communication skills

1. Summarizing
2. Presentation

#### F. Introductory study skills

1. Simple note taking
2. Organization of materials

### **Assignment:**

1. Complete 3-4 exercises on basic computer vocabulary.
2. Maintain weekly personal dictionary of introductory computer terminology.
3. Weekly paragraph writing using a word processor.
4. Integrate pictures, graphics, bullets, and various formatting into 3-4 word processed documents.
5. Open and edit previously created documents.
6. Save files and print documents to demonstrate task completion.
7. Use a search engine weekly 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 portal and navigate to find key information.
14. Final project using presentation software skills.
15. 3-4 quizzes and a final exam.

### 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.

Weekly paragraphs and final project

Writing  
20 - 30%

**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.

In-class computer-skills exercises, email, final oral presentation

Skill Demonstrations  
35 - 60%

**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.

Attendance and participation

Other Category  
5 - 15%

### Representative Textbooks and Materials:

Welcome to Computers for ESL Students: 3rd edition, by Wooden, Lois (2012).

Welcome to Computers for ESL Students: 3rd edition Workbook, by Wooden, Lois (2012).

Instructor prepared materials