EMLS 732 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: EMLS 732 Title: NC EMLS COMPUTER STUDIES
Full Title: Desktop and Cloud Applications for Multilingual Students
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:	ESL 732

Catalog Description:
This is a course for multilingual students who are interested in expanding their computer literacy skills and includes reading, vocabulary, study and test-taking strategies, and written and oral communication skills. Students use word processing, spreadsheet, and presentation software as they develop language skills.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for EMLS 716 (ESL 716), EMLS 781 (ESL 781), or EMLS 781A (ESL 781A)

Limits on Enrollment:

Schedule of Classes Information:
Description: This is a course for multilingual students who are interested in expanding their computer literacy skills and includes reading, vocabulary, study and test-taking strategies, and written and oral communication skills. Students use word processing, spreadsheet, and presentation software as they develop language skills. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended: Eligibility for EMLS 716 (ESL 716), EMLS 781 (ESL 781), or EMLS 781A (ESL 781A)
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. Use word processing, spreadsheet, and presentation software to create basic documents and presentaions.
2. Use research and study skills and test-taking strategies when completing coursework.
3. Read and write about word processing, spreadsheet, and presentation software content.

Objectives:
At the conclusion of this course, the student should 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 documents of 1-2 pages.
3. Utilize skills learned in word processing and presentation software to create an oral presentation.
4. Create a 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 presentation with slides.

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

Topics and Scope:

I. Computer Application Skills
   A. Word process documents
   B. Spreadsheets
   C. Presentations with slides
II. Content-Based Reading/Vocabulary Skills
   A. Pre-reading discussion
   B. Skimming and scanning
   C. Main idea and supporting details
   D. Outlining
   E. Meaning through context
   F. Glossary use
   G. Math terminology as it applies to spreadsheet
III. Writing Skills
   A. Pre-writing techniques, e.g. free writing, outlining, and listing
   B. Paragraph-length summaries
IV. Oral Communication Skills
   A. Oral summary of course material
   B. Presentation skills
V. Study and Research Skills
   A. Note taking
   B. Test preparation
   C. Internet-based research
   D. Databased research

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 (ungraded)
5. Four to six word processed assignments (1-2 pages), including tables, graphs, and pictures, and/or final 5-7 minute oral presentation using slides.
6. Reports such as spreadsheet to organize personal data
7. Research summary for final oral presentation
8. Four to six 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.

Vocabulary exercises, summaries, reports, notes and/or 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.

Word processed documents and/or oral presentations	Skill Demonstrations 30 - 55%

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

Quizzes, midterm, final exam	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 2016. Murphy, Jill. Labyrinth Learning. 2016 (classic)

Google Drive: The Ultimate Beginners Guide to Mastering Google Drive. Robinson, Noah. CreateSpace. 2016 (classic)

Instructor prepared materials