ESL 332 Course Outline as of Fall 2014

CATALOG INFORMATION

Dept and Nbr: ESL 332   Title: ESL FOR DESKTOP APPLICAT
Full Title: ESL for Desktop Applications
Last Reviewed: 10/12/2020

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	1.50		Lecture Scheduled	1.50	17.5	Lecture Scheduled		26.25
Minimum	1.50		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: AA Degree Non-Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
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:
Course Eligibility for ESL 312

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. (Grade or P/NP)
Prerequisites/Corequisites:

Recommended: Course Eligibility for ESL 312
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

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:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Use Microsoft Office (Word, Excel and PowerPoint) to create basic documents and presentations.
2. Use study skills and test-taking strategies when completing coursework.
3. Read and explain Microsoft Office (Word, Excel and PowerPoint) software content.

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