

ESL 722 - Introduction to ESL Computer Basics Syllabus – Sec. 7524 Spring 2018

Instructor: Candy Owens
Location: SRJC South West Center, Room 102
Days/Time: Mondays and Wednesdays, 4:50-6:20 pm
Dates: Jan. 17 – May 16, 2018
Holidays: 2/19, 3/19, 3/21
Office Hours: 30 minutes before each class or by appointment
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Phone: 707-521-7817

About the class:

ESL 722 is a course for ESL students who have little or no experience with computers and prepares students for future computer courses. This introduction course includes basic reading, vocabulary, study and test-taking strategies, along with written and oral communication skills. It includes introductory, hands-on experience with computer concepts such as standard operating systems, word processing, the Internet, and e-mail.

You will learn to:

- Name and use the parts of the computer, such as the mouse and keyboard
- Start programs
- Save your work
- Keyboard/Type
- Use Microsoft Word
- Use Online resources at SRJC
- Set up an e-mail account
- Search for information on the internet

Required Materials:

- ESL 722 class reader (buy in class)
- pens, pencils, erasers, highlighter
- 3-ring binder for class reader, handouts, and binder paper
- student ID and pin code

Attendance: Come to class every day, on time, ready to learn. Regular attendance is important for your success as a student. Students who have more than three (3) UNEXCUSED absences will be dropped from the class. If you have a personal emergency, it is important to let me know before the class. You should call my voice mail or send me an e-mail.

Student Learning Outcomes:

- Use vocabulary such as CPU, monitor, menu, window, flash drive, document, etc.
- Use a computer keyboard and mouse comfortably efficiently.
- Keyboard confidently.
- Create, open, edit, format, and print documents.
- Fill out computer-based forms, search the web, and send and receive email.
- Identify and use SRJC-myCubby system & register for next semester independently.
- Create a presentation.

Student Evaluation: This is a graded class. To earn a “P” grade (pass), you must show that you have met the objectives of the course. Your grade will be based on attendance, class participation, in-class and homework assignments, test and quiz scores, and paragraph writing on the computer. All grades (P, SP, W or NP) will be available through SRJC-myCUBBY.

Other Rules:

- Turn your cell phone off.
- Please do not wear strong perfume or cologne.
- No food or liquids allowed near the computers.
- Wash your hands when class is finished.

Places where you can use a computer for free

This is **NOT** a keyboarding class. We'll be focusing on other skills and applications in this class. Most computer activities require keyboarding, so it's a necessary ability. Practice outside of class or come to drop-in computer hours. Practicing all the skills presented in class increases your confidence and performance.

1. Sonoma County Regional Library
Roseland Library, Santa Rosa (707) 548-7873
 Northwest Regional, Coddington Center, Santa Rosa (707) 546-2265
 (Ask about other library branches in Sonoma County)

Monday	10am - 2pm
Tuesday	10am - 2pm
Wednesday	6pm - 9pm
Thursday	10am - 2pm
Friday	10am - 2pm
Saturday	10am - 2pm
Sunday	Closed

They have Firefox, Microsoft Word, Microsoft Excel, and Microsoft Powerpoint on all their computers. You will need a library card and ID# to use the computers.

2. SRJC Doyle Library
 1501 Mendocino Ave., Santa Rosa

Monday	7:45 AM—9:00 PM
Tuesday	7:45 AM—9:00 PM
Wednesday	7:45 AM—9:00 PM
Thursday	7:45 AM—9:00 PM
Friday	9:00 AM—4:00 PM
Saturday	10:00 AM—3:00 PM
Sunday	Closed

The library has all the programs you need for ESL 722. You need your SRJC ID number and pin. You have to pay \$4 for parking on campus.

Let's all work hard and have fun learning about computers!