#### ESL 332 Course Outline as of Fall 2021

## **CATALOG INFORMATION**

Dept and Nbr: ESL 332 Title: DESK CLOUD APPLICAT Full Title: ESL for Desktop and Cloud Applications Last Reviewed: 10/12/2020

Units		Course Hours per Week		Nbr of Weeks	<b>Course Hours Total</b>	
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 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:** Course Eligibility for ESL 371 or ESL 371A

### **Limits on Enrollment:**

### **Schedule of Classes Information:**

Description: This is a course for ESL 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. (Grade or P/NP) Prerequisites/Corequisites:

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

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

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Word processed documents and/or oral presentations

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

Quizzes, midterm, final exam

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

Class participation and attendance

### **Representative Textbooks and Materials:**

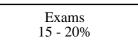
Welcome to Microsoft Office 2016. Murphy, Jill. Labyrinth Learning. 2016 (classic)

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

Instructor prepared materials

#### Problem solving 0 - 0%

Skill Demonstrations	
30 - 55%	



Other Category 5 - 15%