ESL 732 Course Outline as of Fall 2008

CATALOG INFORMATION

Dept and Nbr: ESL 732   Title: BEG ESL COMPUTER BASICS
Full Title: Beginning ESL Computer Basics
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:

Catalog Description:
Designed for ESL students who are enrolled or plan to enroll in computer courses. This course includes reading, vocabulary, study and test-taking strategies, written and oral communication skills in preparation for computer classes. This course includes an introductory, hands-on experience with Microsoft Office: Word, PowerPoint and Excel.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ESL 716.

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for ESL students who are enrolled or plan to enroll in computer courses. Includes reading, vocabulary, study and test-taking strategies, written and oral communication skills. Includes an introductory, hands-on experience with Microsoft Office software: Word, PowerPoint and Excel. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended: Eligibility for ESL 716.
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

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:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
By the end of the course the student will be able to:
1. Pre-read, skim and scan computer textbooks and related materials.
2. Analyze selected readings for content, including main idea and
   supporting details.
3. Define key computer terms such as RAM, ROM, CPU, flash memory,
   etc. and use a textbook glossary or a dictionary effectively to learn
   computer-related vocabulary.
4. Word process, revise and edit 1-2 page documents.
5. Take clear notes based on a 45-minute lecture.
6. Summarize in writing (100-150 words) a short reading or
   mini-lecture.
7. Ask instructor for clarification of class assignments.
8. Summarize orally (sentences) based on lecture or
   readings of 500-1000 words.
9. Create, revise, edit, format, save and print Microsoft Office Word documents, give a brief oral Microsoft Office PowerPoint presentation, create a Microsoft Office Excel spreadsheet using personal data.
10. Utilize help menus to become independent computer learners.
11. Apply study and time management skills to complete assignments.
12. Access computer-related materials such as magazines, newspapers, or manuals from library databases or from the Web.
13. State purpose and goals for taking computer course(s) and identify SRJC computer and business technology classes for future study.

Topics and Scope:

A. Reading and Study Skills

Based on level-appropriate computer text and topic readings:
  1. Pre-read
  2. Skim, scan
  3. Main idea and supporting details
  4. Key elements and terminology
  5. Notetaking
  6. Critical thinking
B. Vocabulary Skills
  1. Meaning through context
  2. Glossary use
  3. Math terminology as it applies to computers
C. Study Skills
  1. Notetaking
  2. Test preparation
D. Computer Application Skills
  1. Microsoft Office Word documents
  2. Microsoft Office Excel spreadsheets
  3. Microsoft Office PowerPoint presentations
E. Oral Communication Skills
  1. Oral summary of course material
  2. Speech using Microsoft Office PowerPoint software for visual aids
F. Writing Skills
  1. Pre-writing techniques, e.g. free writing, outlining, and listing
  2. Paragraph-length summaries

Assignment:

1. Summarize a short reading or mini-lecture in 100-150 words.
2. Complete exercises on vocabulary in the textbook.
3. Complete exercises in notetaking and outlining of textbook chapters.
4. Prepare outline and a one-page written report on a computer topic.
5. Prepare and present a 4-5 minute oral report on computer-related topic.
6. Produce 1-2 page document using word processor.
7. Integrate tables, graphs and pictures into a Microsoft Word document.
8. Create a Microsoft Excel spreadsheet to organize personal data.
9. Develop a basic Microsoft PowerPoint presentation and present it
   to the class.
10. Read assigned textbook pages or a selected article.
11. Complete quizzes and tests relevant to topics in textbook chapters.

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 30 - 40%

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 25 - 40%

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:
Introductory Microsoft Office 2007, by Pasewark and Pasewark, Thomson Course Technology, 2007
Microsoft Office 2007: Essentials Course, by Favro and Stolins, Labyrinth Publications, 2007
Exploring Microsoft Office 2007, Volume 1, by Grauer and Barber, Pearson-Longman, 2007
Welcome to Computers for ESL Students by Adendorff and Wooden, Labyrinth, 2007