## ESL 732 Course Outline as of Summer 2017

# CATALOG INFORMATION

Dept and Nbr: ESL 732          Title: ESL FOR COMPUTER STUDIES
Full Title: ESL for Computer Studies
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:**
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:**
Eligibility for ESL 716

**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. (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:

| | | | | |
|---|---|---|---|---|
| **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 write about 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.

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|---|---|
| None | Problem solving<br>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<br>30 - 55% |

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

| | |
|---|---|
| Multiple choice, True/false, Matching items, Completion | Exams<br>15 - 20% |

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

| | |
|---|---|
| Class participation and attendance | Other Category<br>5 - 15% |

**Representative Textbooks and Materials:**
Welcome to Microsoft Office 2010, by Murphy, Jill, 2011
Instructor prepared materials