ESL 722 Course Outline as of Spring 2022

CATALOG INFORMATION

Dept and Nbr: ESL 722 Title: ESL COMPUTER LITERACY
Full Title: ESL Computer Literacy
Last Reviewed: 4/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	0	Lab Scheduled	2.00	6	Lab Scheduled	35.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 87.50

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 have little or no experience with computers. Students use operating systems, word processing, the Internet, and email as they develop language skills.This ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills.

Prerequisites/Corequisites:

Recommended Preparation:
Course Eligibility for EMLS 704 (or EMLS 714 or ESL 714)

Limits on Enrollment:

Schedule of Classes Information:
Description: This is a course for ESL students who have little or no experience with computers. Students use operating systems, word processing, the Internet, and email as they develop language skills.This ESL computer course includes basic reading, vocabulary, study and test-taking strategies, and written and oral communication skills. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended: Course Eligibility for EMLS 704 (or EMLS 714 or ESL 714)
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 a computer independently in a variety of contexts for personal, vocational, and academic purposes.

2. Use appropriate study skills when completing coursework.
3. Speak, read, and write about basic computer-related topics.

Objectives:
At the conclusion of this course, the student should be able to:

COMPUTER SKILLS

1. Use basic computer terms
2. Demonstrate functional competence in basic tasks such as creating, opening, editing, formatting, and printing documents, including short paragraphs.
3. Utilize skills learned in word processing and presentation software to create a simple oral presentation.
4. Demonstrate competence in filling out online forms, searching the web, and sending and receiving email.
5. Identify features of and navigate the SRJC student portal.

LANGUAGE SKILLS

1. Orally summarize accomplished lesson objectives.
2. Use writing process techniques for paragraph development.
3. Use reading strategies for comprehension.

STUDY SKILLS

1. Analyze course handouts for content and follow simple instructions.
2. Take simple class notes based on instructions.

Topics and Scope:

I. Computer Application Skills
   A. Word processor software
   B. Email
   C. Internet
   D. Presentation software including visual aids
   E. SRJC Student Portal

II. Computer Component Skills
   A. Keyboard and mouse
   B. USB storage
   C. Printer usage

III. Introductory Content-based Reading/Vocabulary Skills
   A. Pre-read
   B. Skim, scan
   C. Steps in performing lesson objectives
   D. Key elements and terminology
   E. Meaning through context
   F. Dictionary use

IV. Introductory Writing Skills
   A. Beginning pre-writing techniques, e.g. brainstorming, outlining, and listing
   B. Word processing short paragraphs

V. Oral Communication Skills
   A. Summarizing
   B. Presentation

VI. Introductory Study Skills
   A. Simple note taking
   B. Organization of materials

Assignment:

1. Complete 3-4 exercises on basic computer vocabulary.
2. Maintain weekly personal dictionary of introductory computer terminology.
3. Weekly paragraph writing using a word processor
4. In class computer skills exercises, such as:
   a. fill out a form online.
   b. use a search engine weekly to scan for needed information and take simple notes about a specific search result.
   c. save files and print documents to demonstrate task completion.
   d. open and edit previosuly created documents.
   e. integrate pictures, graphics, bullets, and various formatting into 3-4 word processed documents.

5. Complete email related assignments, such as:
   a. create an email account.
   b. create a list of contacts in the email account.
   c. send, reply, and forward email messages.
6. Take simple notes in order to prepare for an oral presentation using three websites.
7. Access student portal and navigate to find key information.
8. Final project notes for oral presentation
9. Quizzes (3-4) and a final exam

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.

Weekly paragraphs and final project notes	Writing 20 - 30%

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.

In-class computer-skills exercises, email exercises, final oral presentation	Skill Demonstrations 35 - 60%

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

Quizzes and final exam	Exams 15 - 20%

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

Attendance and participation and personal dictionary	Other Category 5 - 15%

Representative Textbooks and Materials:
Welcome to Computers for ESL Students. 5th ed. Wooden, Lois. Labyrinth Learning. 2016 (classic)

Welcome to Computers for ESL Students: Workbook. 5th ed. Wooden, Lois. Labyrinth Learning. 2016 (classic)

Instructor prepared materials