

**Course Outline**

COURSE: ESL 706                      DIVISION: 90                      ALSO LISTED AS:

TERM EFFECTIVE: Spring 2018                      CURRICULUM APPROVAL DATE: 09/26/2016

SHORT TITLE: NC COMPUTER-INTERNET BASICS

LONG TITLE: NC Computer and Internet Basics for ESL Students

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
0	9	Lecture:	1	Lecture:	9
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	1	Total:	9

**COURSE DESCRIPTION:**

This course is for ESL students who have little or no experience with computers and navigating the internet. This course will introduce students to parts of a computer, basic desktop tools, browsers, email, security, virus protection, and social media. ADVISORY: ESL 786 or ESL Assessment Recommendation.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

02 - Lecture and/or discussion

**STUDENT LEARNING OUTCOMES:**

1. Demonstrate familiarity with computer terminology for hardware and software.

Measure of assessment: Homework, exercises, quizzes.

Year assessed, or planned year of assessment: Summer 2018

Institution Outcome Map: 7. Content Specific

2. Use functions of the Windows environment and manipulate the desktop.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: Summer 2018

Semester: Summer

Institution Outcome Map: 7. Content Specific

3. Utilize the internet to browse web pages, search for information, and print pages.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: Summer 2018

Semester: Summer

Institution Outcome Map: 3. Information Competency, 7. Content Specific

4. Compose, send, and retrieve e-mail.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: Summer 2018

Semester: Summer

Institution Outcome Map: 1. Communication, 7. Content Specific

## CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 09/26/2016

1 Hour

Content: Review course syllabus, lab requirements and rules; define basic hardware and software terminology.

Student Performance Objectives: Identify the parts of the computer.

Out-of-Class Assignments: Label the parts of a computer.

1 Hour

Content: Review the parts of a computer; recognize and identify the parts of the Windows environment; complete an online mouse tutorial.

Student Performance Objectives: Use a mouse; click/highlight various programs.

Out-of-Class Assignments: Label parts of the current Windows environment; practice using the mouse.

1 Hour

Content: Review the parts of the current Windows environment; introduce the basic functions of the Windows environment.

Student Performance Objectives: Demonstrate the ability to use basic functions (e.g. open, close, minimize, maximize, switch to a different function); create a folder; open the start menu.

Out-of-Class Assignments: Complete task sheet requiring demonstration of knowledge of basic functions (e.g. open, close, minimize, maximize, switch to a different function, create a folder).

1 Hour

Content: Review the basic functions of the Windows environment; introduce File Explorer and pinning.

Student Performance Objectives: Demonstrate the ability to use File Explorer.

Out-of-Class Assignments: Practice using File Explorer.

1 Hour

Content: Review the use of File Explorer; introduce folder organization and finding and manipulating files and folders.

Student Performance Objectives: Demonstrate the ability to find and manipulate files and folders.

Out-of-Class Assignments: Practice finding and manipulating files and folders.

1 Hour

Content: Review how to find and manipulate files and folders; introduce using a flash drive.

Student Performance Objectives: Demonstrate the ability to check devices and drives for files; move, copy and delete files.

Out-of-Class Assignments: Practice using a flash drive and moving, copying and deleting files.

1 Hour

Content: Review how to use a flash drive; overview of internet web page browsers; recognize and identify the parts of a browser.

Student Performance Objectives: Utilize the internet to browse web pages.

Out-of-Class Assignments: Complete practice sheet on parts of a web browser.

1 Hour

Content: Review internet browser options and the parts of a browser; search for information on the internet; access Gavilan email account; recognize and identify the parts and functions of an email platform.

Student Performance Objectives: Utilize the internet to browse web pages, search for information, and access an email account.

Out-of-Class Assignments: Complete practice sheet on parts and functions of an email platform.

1 Hour

Content: Review how to access an email account; review the parts and functions of an email platform; introduce Google extras; print pages from the internet.

Student Performance Objectives: Utilize Google extras to search for pictures, videos and maps; print pages from the internet.

**METHODS OF INSTRUCTION:**

Lecture and application; use of computers, computer tutorials and videos.

**METHODS OF EVALUATION:**

Objective examinations

Percent of total grade: 20.00 %

Quizzes.

Skill demonstrations

Percent of total grade: 80.00 %

**REPRESENTATIVE TEXTBOOKS:**

n/a

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:  
CSU Crosswalk Course Number:  
Prior to College Level: G  
Non Credit Enhanced Funding: N  
Funding Agency Code: A  
In-Service: N  
Occupational Course: E  
Maximum Hours: 9  
Minimum Hours: 9  
Course Control Number:  
Sports/Physical Education Course: N  
Taxonomy of Program: 493087