

Course Outline

COURSE: ESL 746 **DIVISION:** 90 **ALSO LISTED AS:**

TERM EFFECTIVE: Summer 2016 **CURRICULUM APPROVAL DATE:** 11/23/2015

SHORT TITLE: NC INTRO COMPUTERS/ESL

LONG TITLE: NC Introduction to Computers for ESL Students

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
0	18	Lecture:	1	Lecture:	18
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	1	Total:	18

COURSE DESCRIPTION:

Introduction to basic computer hardware functions and terminology; overview of Windows operating environment and word processing for ESL students. This course may be repeated.

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: lab exercises, homework projects

PLO:

ILO: 3,1

GE-LO:

Anticipated Year of Assessment: 2017

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

Measure: lab exercises, homework projects

PLO:

ILO: 3,1

GE-LO:

Anticipated Year of Assessment: 2017

3. Use Microsoft Word to create, save, and print documents.

Measure: lab exercises, homework projects

PLO:

ILO: 3,1,4

GE-LO:

Anticipated Year of Assessment: 2017

4. Demonstrate ability to move, insert, select, replace, delete, justify and format text in Microsoft Word.

Measure: lab exercises, homework projects

PLO:

ILO: 3,1,4

GE-LO:

Anticipated Year of Assessment: 2017

5. Use Microsoft Word menus, toolbars, and dialog boxes to format text.

Measure: lab exercises, homework projects

PLO:

ILO: 3,1,4

GE-LO:

Anticipated Year of Assessment: 2017

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

Curriculum Approval Date: 11/23/2015

2 Hours

Content: Review course syllabus, lab requirements and rules; recognize and identify the parts of the Windows environment; define basic hardware and software terminology; watch "Getting Started" Windows tutorial video.

Student Performance Objectives (SPO): Use a mouse, identify the parts of the computer; demonstrate ability to open the start menu, click/highlight various programs.

Out-of-Class Assignments: Complete assignment on how to use a mouse, follow the Windows online tutorial; label parts of the current Windows environment; complete task sheet requiring demonstration of knowledge of basic functions (e.g. open, close, minimize, maximize, switch to a different function); fill out computer use questionnaire.

2 Hours

Content: Review major parts of Windows screen; work from flash drive; input text; discuss concept of word-wrap; make a header; use icons to change spacing, bold, underline, center; practice making revisions by inserting and deleting; save document to flash drive; print.

Student Performance Objectives (SPO): Create and edit documents; create a header for assignments; apply spacing, centering, bolding, and underlining.

Out-of-Class Assignments: Create a document, executing specific directions and inputting given text; use a header on homework assignment; save and print assignment; review concepts by matching terminology to definition.

2 Hours

Content: Review and employ operations of previous weeks; find files on a flash drive; use right mouse button to access shortcut menu; practice copying and deleting files; use "save as" to save a file.

Student Performance Objectives (SPO): Work from a flash drive; create, copy and delete files.

Out-of-Class Assignments: Type a document; use a header; use correct spacing; save file to flash drive and print; review concepts identifying and labeling screen parts.

2 Hours

Content: Review and employ operations of previous weeks; work with existing documents; increase view, use paragraph marker to count lines; use spell and grammar check; use page up/down to move through document; highlight to select and deselect text.

Student Performance Objectives (SPO): Create and revise documents through the application of spelling and grammar checks and the selection and deselection of text for deletion; use the paragraph marker for spacing purposes.

Out-of-Class Assignments: Access files from the desktop, practice moving within a given text, selecting and deselecting text from an existing document; use personal flash drive to access document, manipulating data to practice spacing and correct spelling and grammar errors.

2 Hours

Content: Review and employ operations from previous weeks; discuss use of colored lines to show misspellings and note it does not check for usage; some errors are false; access information from flash drive and save; tab and center documents, insert information with cursor.

Student Performance Objectives (SPO): Access information from various locations, make revisions, use tab at beginning of paragraph, and center documents.

Out-of-Class Assignments: Access a file from a personal flash drive and correct errors; access document from My Documents and make various corrections.

2 Hours

Content: Review and employ operations from previous weeks; key numbered lists using the command keys; transition from one document to another; change fonts.

Student Performance Objectives (SPO): Number sentences; use function keys and command keys in addition to tool bar.

Out-of-Class Assignments: Key a list of sentences. Practice functions such as bolding and underlining; use format tools to number sentences; double space by selecting text and using command key; use command "F4" to repeat last task.

2 Hours

Content: Review and employ operations from previous weeks; use "increase indent icon" to move text back into place when automatically indented; number sentences from beginning of document; cut and paste words, sentences and paragraphs; make changes to document and rename with "save as."

Student Performance Objectives (SPO): Correct over-corrections (correct when automatically made changes are incorrect); number sentences with command keys; demonstrate ability to cut and paste; rename documents.

Out-of-Class Assignments: Number and key a list of sentences; key a paragraph, double space and indent; cut and paste various sentences, rename and save.

1 Hours

Content: Review and employ operations from previous weeks; change font and size of lettering; access clip art from flash drive, select images for use, and save.

Student Performance Objectives (SPO): Practice changing fonts and letter size; find and apply clip art.
Out-of-Class Assignments: Key numbered sentences and paragraphs by following a list of instructions that require use of inserting, changing font and size, cutting and pasting, spacing, underlining titles, changing names of titles and saving.

1 Hours

Content: Practice all skills learned in previous weeks and put them into practice in a final project, in which students will demonstrate the ability to perform basic word processing skills through the creation, editing, saving, and printing of a document to which a number of alterations have to be made.

Student Performance Objectives (SPO): Practice the different formatting tools available in the creation of a word document in preparation for a final exam project.

METHODS OF INSTRUCTION:

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

METHODS OF EVALUATION:

Category 1 - The types of writing assignments required:

Percent range of total grade: 0 % to %

Category 2 - The problem-solving assignments required:

Percent range of total grade: 0 % to %

Category 3 - The types of skill demonstrations required:

Percent range of total grade: 50 % to 80 %

Performance Exams

Category 4 - The types of objective examinations used in the course:

Percent range of total grade: 20 % to 50 %

Multiple Choice

True/False

Matching Items

Completion

REPRESENTATIVE TEXTBOOKS:

None required.

Note: White binder with lesson plans, instructional materials, and activities are in the ESL Department Chair's office.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: L

Noncredit Category: A

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000569927

Sports/Physical Education Course: N

Taxonomy of Program: 493100