GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: ESL 706   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Summer 2025   CURRICULUM APPROVAL DATE: 03/11/2025

SHORT TITLE: NC COMPUTER-INTERNET BASICS

LONG TITLE: NC Computer and Internet Basics for ESL Students

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

Out of Class Hrs:	18.00
Total Learning Hrs:	27.00

COURSE DESCRIPTION:

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

CREDIT STATUS: N - Non Credit

GRADING MODES
        L - Standard Letter Grade
        P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 99 times

SCHEDULE TYPES:
        02 - Lecture and/or discussion
        05 - Hybrid
        71 - Dist. Ed Internet Simultaneous
        72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Use functions of the operating system and manipulate the desktop.
2. Utilize the internet to browse web pages, search for information, and print pages.
3. Compose, send, and retrieve e-mail.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Utilize an internet browser/search engine to seek information and access websites.
2. Manipulate files and folders on a computer or storage device.
3. Identify and use computer hardware and software to accomplish basic tasks.

COURSE CONTENT:

Curriculum Approval Date: 03/11/2025

1 Hour

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

1 Hour

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

1 Hour

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

1 Hour

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

1 Hour

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

1 Hour

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

1 Hour

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

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.

METHODS OF INSTRUCTION:

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

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 18

Assignment Description

Online practice and vocabulary memorization.

METHODS OF EVALUATION:

Objective examinations

Evaluation Percent 20

Evaluation Description

Quizzes.

Skill demonstrations

Evaluation Percent 80

Evaluation Description

Class performances.

REPRESENTATIVE TEXTBOOKS:

No textbook is required for this course.

ARTICULATION and CERTIFICATE INFORMATION

       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

Prior to College Level: E

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Course Control Number: CCC000652059

Sports/Physical Education Course: N

Taxonomy of Program: 493087