

**Course Outline**

**COURSE:** ESL 706                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2021                      **CURRICULUM APPROVAL DATE:** 12/14/2021

**SHORT TITLE:** NC COMPUTER-INTERNET BASICS

**LONG TITLE:** NC Computer and Internet Basics for ESL Students

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

**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

**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

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.

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

Curriculum Approval Date: 12/14/2021

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.

1 Hour

Content: Review how to use a flash 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.

**METHODS OF EVALUATION:**

Objective examinations  
Percent of total grade: 20  
Quizzes.  
Skill demonstrations  
Percent of total grade: 80

**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: Y  
Funding Agency Code: A  
In-Service: N  
Occupational Course: E  
Maximum Hours:  
Minimum Hours:  
Course Control Number: CCC000592469  
Sports/Physical Education Course: N  
Taxonomy of Program: 493087