

**Course Outline**

**COURSE:** ESL 710                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2021                      **CURRICULUM APPROVAL DATE:** 11/10/2020

**SHORT TITLE:** NC WORD PROCESSING BASICS

**LONG TITLE:** NC Word Processing 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 introduces ESL students to the basic word processing skills of creating, saving and printing a document. Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features. **ADVISORY:** ESL 786 or ESL Assessment Recommendation, and ESL 705.

**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:**

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

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

Institution Outcome Map: 7. Content Specific:

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

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

Institution Outcome Map: 7. Content Specific:

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

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

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

Curriculum Approval Date: 11/10/2020 - **DE MODIFICATION ONLY**

1 Hour

Content: Review course syllabus, lab requirements and rules; review Parts of a Computer. Go over Computer Terminology for Microsoft Word and Parts of the Word Screen. Work from a flash drive; input text; discuss concept of word-wrap; make a header; use icons to bold and underline text; save document to flash drive; print.

Student Performance Objectives: Create a document; create a header for the assignment; apply bolding and underlining.

Out-of-class assignments: Review Computer Terminology and Parts of the Word Screen.

1 Hour

Content: Review and employ operations from previous class; work with an existing document; use icons to underline and center text; practice making revisions by inserting and deleting; use "save as" to save a file.

Student Performance Objectives: Work from a flash drive; revise a file.

Out-of-class assignments: Create a document, executing specific directions and inputting given text; use a header on homework assignment; save and print assignment.

1 Hour

Content: Review and employ operations from previous classes; use tab for indenting; introduce zoom, auto complete, and auto correct; use print preview.

Student Performance Objectives: Create a memorandum with specific spacing.

Out-of-class assignments: Create a document, executing specific directions and inputting given text; save and print assignment.

1 Hour

Content: Review and employ operations from previous classes; access file from flash drive; use Word Short Cuts to move through a document; highlight to select and deselect text; insert information with cursor; use backspace and delete.

Student Performance Objectives: Practice moving within a given text, selecting and deselecting text from an existing document.

Out-of-class assignments: Create a document, executing specific directions and inputting given text; save and print assignment.

1 Hour

Content: Review and employ operations from previous classes; use spell and grammar check.

Student Performance Objectives: Access document from flash drive; spell and grammar check it.

Out-of-class assignments: Create a document, executing specific directions and inputting given text; save and print assignment.

1 Hour

Content: Review and employ operations from previous classes; introduce letter format.

Student Performance Objectives: Create a letter with correct format.

Out-of-class assignments: Create a document, executing specific directions and inputting given text; save and print assignment.

1 Hour

Content: Review and employ operations from previous classes; number sentences; double space.

Student Performance Objectives: Create a document, number sentences with command keys, and double space them.

Out-of-class assignments: Create a document with a list of numbered sentences and double space.

1 Hour

Content: Practice all skills learned in previous classes; review Word Short Cuts for centering, bolding, underlining, numbering, and spacing; change font, style and size.

Student Performance Objectives: Create a document using all skills learned so far, in addition to changing font size and style.

Out-of-class assignments: Utilize a variety of Microsoft Word commands to create, format, save, and print a document.

1 Hour

Content: Key and revise a paragraph by following a list of instructions that require use of: indenting; changing font size; cutting and pasting; double spacing; inserting; underlining, bolding, and centering the title; changing filenames; saving; printing.

Student Performance Objectives: 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.

#### **METHODS OF INSTRUCTION:**

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

#### **METHODS OF EVALUATION:**

Methods Of Evaluation

Skill demonstrations

Percent of total grade: 80.00 %

Class exercises and tests.

Objective examinations

Percent of total grade: 20.00 %

Final class project.

#### **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: CCC000592473

Sports/Physical Education Course: N

Taxonomy of Program: 493087