

ESL C016N: BASIC COMPUTER TERMINOLOGY AND SKILLS

Item	Value
Curriculum Committee Approval Date	10/06/2023
Top Code	493087 - English as a Second Language - Integrated
Units	0 Total Units
Hours	18 Total Hours (Lecture Hours 18)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Basic Skills (B)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course will introduce ESL students to basic computer terminology and offer them instruction and practice in acquiring the skills that are necessary to navigate a Windows environment and learning management systems to succeed in their ESL courses and to meet other educational, employment-related, or personal goals. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Access a college website, computer, network, or Wi-Fi with a username and password.
2. Complete and submit an assignment through the course learning management system.

Course Objectives

- 1. Identify different types of devices and basic computer hardware.
- 2. Demonstrate knowledge of keys on a keyboard.
- 3. Learn common spoken phrases and sentences related to basic computer use.
- 4. Log on to and log off a computer.
- 5. Access the College network in a Coastline computer lab or Student Success Center.
- 6. Access the college website to locate information.
- 7. Locate information using key words in a search engine.
- 8. Identify, access, and use level-appropriate features of Canvas for ESL courses.

Lecture Content

Basic hardware terms Types of devices tablets desktop laptop computers Basic computer hardware system unit - CPU monitor printer keyboard mouse touchpad ports touchscreen power cord Keys on a keyboard enter shift control backspace delete arrow keys tab caps lock number lock Types of mice mouse touchpad Mouse pointer shapes and functions spinning wheel (loading) iBeam (text) arrow (basic clicking) hand pointer (clickable links) Audio output features and control volume mute speakers and headphones Webcam or camera and microphone on devices Desktop icons trash programs files folders apps Power buttons to turn

computer and monitor on and off Basic operation phrases Login Log out Double click Click and drag Scroll up and down Open the internet browser Minimize, maximize, or close the window. Select Copy Paste Undo Basic website terms Browsers Google Chrome Firefox Internet Explorer Safari URL (website address) http : (colon) / (forward slash) padlock/lock icon (lock/unlocked) Search engines Google search field key word(s) Basic phrases for the College website Log onto the College Wi-Fi. Enter coastline.edu in the address bar. Click on the menu icon. Click on Academics. Click on the correct Course Schedule term. Select the college and term. Select the discipline. Click submit. Canvas menu features Student profile Dashboard Course tile Course Name Course Number CRN Course nickname Active courses All courses Email Calendar Canvas course navigation terms Announcements Modules MyEnglishLab MyELT Confer Zoom Assignments Discussions Pages Quizzes Grades Basic Phrases and Sentences for Using Canvas Log into/onto Canvas. Edit your Profile and add a photo. Customize your Dashboard. Customize your course tiles with a nickname and color. Send a message to your instructor. Check the Calendar. Open Canvas Pages. Open, read, and submit an Assignment. Open and complete a course Module. Post on a Discussion. Take a Quiz.

Method(s) of Instruction

- Enhanced NC Lect (NC1)

Instructional Techniques

The instructor may use lecture, multi-media presentations, videos, and realia to present computer terms and phrases. The instructor may divide the students into pairs and small groups to practice using common terms phrases to ask and answer level-appropriate questions related to computer hardware and computer use. The instructor will employ self-assessments of skills to help students measure their own progress and set goals.

Reading Assignments

Students will practice reading aloud basic terms, phrases, and sentences related to computers and their use for communicating with an instructor, locating information on the College website, and completing level-appropriate assignments using Canvas.

Writing Assignments

Students will complete sentence-level writing assignments to demonstrate mastery of basic computer-related terms, phrases, sentences, and tasks.

Out-of-class Assignments

Students will practice their mouse and keyboarding skills and their ability to navigate the course learning management system by using free online websites and completing assignments in their learning management system. Students will complete simple assignments that are designed to increase their familiarity with and skill at using different Canvas course features.

Demonstration of Critical Thinking

Students will identify key terms to enter into a search field to reach their desired search results.

Required Writing, Problem Solving, Skills Demonstration

Students may take short written objective quizzes to show mastery of common terms and commonly spoken phrases and sentences related to basic computer use. Students will demonstrate comprehension of basic commands by performing specific computer functions, such as

turning the computer and monitor on and off, and clicking the mouse. Students may demonstrate mastery of common computer tasks, such as accessing the college website, locating the college schedule of classes, and logging onto MyCoast and learning management website. Students will ask and answer common computer-related questions.

Eligible Disciplines

ESL: Masters degree in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR bachelors degree in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND masters degree in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language OR the equivalent. Masters degree required.

Other Resources

1. <https://www.digitalliteracyassessment.org/> 2. <https://assessment.digitalliteracyassessment.org/basic-computer-skills-1>
3. <https://assessment.digitalliteracyassessment.org/email-1>
4. <https://mouse-trainer.en.uptodown.com/windows> 5. <https://assessment.digitalliteracyassessment.org/mac-os-1> 6. <https://www.digitalliteracyassessment.org/external-resources#standards-slide-basic-computer-skills> 7. <https://www.youtube.com/> 8. [GCFLearnFree.org](https://www.gcflearnfree.org/)
9. <https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents> 10. <http://www.typingweb.com/tutor/> 11. Coastline Library