ESL C026N: COMPUTER TERMINOLOGY AND APPLICATIONS

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 English language learners to computer terminology and offer them instruction and practice in navigating a variety of English language learning activities in computer applications that are used both in college coursework as well as employment. ADVISORY: ESL C016N; Students are expected to be able to read and write simple questions and answers in English and know basic computer skills such as logging into a school computer with a school username and password, navigating the internet to websites, and logging into school learning management systems with a school username and password before enrolling in ESL C026N.Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Send an appropriate email to your instructor.
2. Respond to a written prompt by uploading an appropriately edited word processor file to the course learning management system.

Course Objectives

- 1. Find and open computer applications.
- 2. Edit and save files.
- 3. Download files from the internet.
- 4. Send an appropriate email to an instructor.
- 5. Upload or attach files to a website or email.
- 6. Give a presentation using a presentation application.
- 7. Complete a writing assignment by using a word processor.
- 8. Format a word processor document appropriately.

Lecture Content

Find and open computer applications   Searching for applications Edit and save files Files Folders Save Save As Rename Download files from the internet Right-Click Save File Extensions Send an appropriate email to an instructor Subject line Greeting Purpose Body Closing Upload or attach files to a website or email File location Upload Give a presentation using a presentation application New Slide Introduction Body Conclusion Complete a writing assignment by using a word processor Font Size Indentation Spelling and grammar check

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 read terms, phrases, and sentences related to an applications use in order to read and understand assignment instructions and to communicate with an instructor about using course applications.

Writing Assignments

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

Out-of-class Assignments

Students will practice responding to emails and completing language and language quizzes though the course learning managment system. Students will complete simple assignments that are designed to increase their familiarity with each application.

Demonstration of Critical Thinking

Students must read and understand an email and respond appropriately to the senders request in the email.

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 applications. Students will demonstrate skills by following instructions to complete tasks in applications. Students will respond in writing to email assignments and short quizzes.

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. GFC Global 2. GFC Learn Free 3. Coastline Library 4. Northstar Digital Literacy Assessments