

ESLN 389A: ESL - INTRODUCTORY COMPUTER SKILLS

Originator

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Justification / Rationale

Addition of hybrid and online teaching modalities.

Effective Term

Fall 2022

Credit Status

Noncredit

Subject

ESLN - ESL Noncredit

Course Number

389A

Full Course Title

ESL - Introductory Computer Skills

Short Title

ESL - INTRO COMPUTER

Discipline**Disciplines List**

English as a Second Language (ESL): Noncredit

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

The Introductory Computer Skills course for ESL noncredit students focuses on the acquisition of computer terminology and a basic understanding of computer technology. Students will continue to develop their English language skills using a computer.

Schedule Description

Noncredit course for ESL students focusing on computer terminology, basic computer technology, and developing language skills using a computer. Prerequisite: ESLN 310C, or appropriate ESLN Placement Test, or Instructor recommendation

Non-credit Hours

192

Lecture Units

0

Lab Units

0

In-class Hours

64

Out-of-class Hours

128

Total Course Units

0

Total Semester Hours

192

Override Description

noncredit course override

Prerequisite Course(s)

ESLN 310C, or appropriate ESLN Placement Test, or Instructor recommendation.

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Wooden, L

Title

Welcome to Computers for ESL Students

Edition

6th Edition

City

Berkeley

Publisher

Labyrinth

Year

2016

College Level

No

ISBN #

978-1-64061-205-1

Class Size Maximum

30

Entrance Skills

Write basic paragraphs in response to prompts.

Requisite Course Objectives

ESLN 310C-Writing:

ESLN 310C-Apply basic punctuation (commas, periods, question marks, and colons), in basic formal and informal writing.

ESLN 310C-Use the correct format when writing formal and informal written discourse including indentation as well as capitalization of titles.

ESLN 310C-Organize, draft, revise, and edit a simple paragraph with a specific focus.

ESLN 310C-Compose sentences and questions about topics, such as education, technology, recreation, jobs, work ethics, community resources, etc.

ESLN 310C-Write statements and questions in the simple present tense, the present continuous tense, the simple past tense, the past progressive tense, the simple future, and present perfect tense using previously studied vocabulary.

Entrance Skills

Use English to carry on a conversation or discussion using appropriate verb tenses and vocabulary.

Requisite Course Objectives

ESLN 310C-Speaking:

ESLN 310C-Use stress and intonation correctly and pronounce consonant and vowel sounds with minimal errors.

ESLN 310C-Ask and answer simple questions, initiate and respond to simple statements, and maintain face-to-face conversations about familiar topics.

ESLN 310C-Express statements and questions in the simple present tense, the present progressive tense, the simple past tense, the past progressive tense, the simple future, and present perfect tense using previously studied vocabulary.

Entrance Skills

Apply English in simulated real-life situations.

Requisite Course Objectives

ESLN 310C-Discuss previously learned words or phrases in context.

ESLN 310C-Identify simple questions and answers, statements, and face-to-face conversations about familiar topics.

ESLN 310C-Identify the main points of a description of an unfamiliar event.

ESLN 310C-Infer the meaning of learned vocabulary and phrases which appear in educational material, recipes, job applications, community flyers, on websites and forms, etc.

ESLN 310C-Scan for specific information in simple life-skill materials related to immediate needs.

Course Content

1. Elementary vocabulary, concepts, and skills necessary to utilize a computer.
2. Introduction to word processing.
3. Emailing.
4. Oral and written instructions pertaining to computer-related tasks.
5. Development of written communication using a computer.
6. Introduction to language learning and work-related web resources.
7. Simple computer programs that students might need for work or school.

Course Objectives

Objectives	
Objective 1	Name different parts of a computer.
Objective 2	Use vocabulary describing basic web or Internet-related tasks.
Objective 3	Use vocabulary describing parts of different programs.
Objective 4	Distinguish oral and written instructions and apply them to perform specific tasks using a computer.
Objective 5	Use a computer keyboard and mouse.
Objective 6	Create, print, and save a document written in English using a writing program.
Objective 7	Work with files and folders.
Objective 8	Use simple computer programs.
Objective 9	Create and use an email account.
Objective 10	Write and send emails.
Objective 11	Write personal and business letters.
Objective 12	Use the Internet to access ESL learning sites and do research for school or work-related activities.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:

- | | |
|-----------|--|
| Outcome 1 | Demonstrate comprehension of oral and written instructions in English. |
| Outcome 2 | Understand and use basic computer vocabulary. |
| Outcome 3 | Illustrate understanding of how to use basic computer programs. |

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Instructor will demonstrate basic computer skills including keyboarding, finding ways around a desktop, and using tools for multiple platforms, such as the taskbar, file explorer, finder, and dock.
Activity	Instructor will perform skill builders to ensure students are able to follow instructions. These include activities such as typing, creating and editing documents, searching the web, and others. These tasks are designed to get students to use skills learned in the classroom independently.
Discussion	Instructor will lead student discussions related to topics from that week. Through these discussions, students will have the opportunity to practice the computer terminology and build community with their peers.
Technology-based instruction	Instructor will teach English vocabulary related to various computer applications and uses. Through technology-based instruction, students will become familiar and comfortable with various applications and software.
Experiential	After instructors demonstrate and explain the technology and how to use it, students will have opportunities to perform skills independently.
Collaborative/Team	Instructor will use group-work so that students are able to synthesize and reinforce knowledge gained.
Skilled Practice at a Workstation	After instructor demonstrates the steps of a new skill, students will practice on their own computers, teach and help each other, and perform skills independently.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Presentations/student demonstration observations	To show mastery, students will use instructional language to teach classmates acquired new skills.	In and Out of Class
Mid-term and final evaluations	At the end of the course, students will complete a final that evaluates whether the student learning objectives have been acquired, including vocabulary comprehension, knowledge, and skills.	In and Out of Class
Tests/Quizzes/Examinations	After each unit, students will take knowledge and skills-based tests.	In and Out of Class
Group activity participation/observation	Students will participate and work in groups throughout the semester. Instructor will ensure that all students are participating and contributing to the group discussions.	In and Out of Class
Written homework	Using proper conventions and electronic devices, students will produce paragraphs, letters, and emails.	In and Out of Class

Assignments
Other In-class Assignments

- a. Complete classroom work and/or assignments each week. b. Utilize listening, speaking, reading, and writing skills in class and in assignments. c. Identify physical parts of a computer. d. Follow oral and written instructions and complete specific tasks using a computer. e. Create, print, and save a document written in English. f. Create and use an email account. g. Complete skill builder exercises. h. Access English language learning and work-related websites.

Other Out-of-class Assignments

a. Complete assigned homework. b. Study vocabulary and topics covered in class. c. Practice specific skills acquired in class. d. Write and save documents. e. Write and send emails. f. Perform assigned tasks on the Internet.

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Instructional Materials and Resources**Effective Student/Faculty Contact**

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Chat room/instant messaging
Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
Synchronous audio/video

For hybrid courses:

Orientation, study, and/or review sessions
Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students will regularly and frequently complete assignments in discussion forums and/or groups, and they will regularly and frequently submit speaking assignments, so they will receive regular and frequent feedback from the instructor on these assignments.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

For hybrid classes, face-to-face class time will enable students to practice listening and speaking skills, have in-person interaction with partners or groups, perform role play, give presentations in front of an audience, etc. For online classes, there will not be any mandatory additional interactions with students outside the LMS.

Other Information**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

Many of the ESLN students work full-time, and it has been difficult if not impossible for them to attend a conversation class that is completely face-to-face if they also choose to take other hybrid or online classes, such as the ESLN comprehensive classes. A hybrid or online class would enable those students to take this language class more easily. This would be a good way to meet the needs of ESLN students without compromising the quality of the course.

MIS Course Data**CIP Code**

32.0109 - Second Language Learning.

TOP Code

493100 - Vocational ESL

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

English as a Second Language

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Noncredit courses are not subject to repeatability limits.

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

11/18/2021

Academic Senate Approval Date

12/09/2021

Board of Trustees Approval Date

01/21/2022

Chancellor's Office Approval Date

11/14/2016

Course Control Number

CCC000580307

Programs referencing this courseVocational ESLN Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=181>)