Lecture Contact Hours: 32-36; Homework Hours: 64-72; Total Student Learning Hours: 96-108

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

ENGLISH AS A SECOND LANGUAGE 026 – ESL COMPUTER SKILLS INTRODUCTION AND VOCABULARY

2 hours lecture, 2 Units

Catalog Description
This course is designed as an ESL companion for BOT 100. It focuses on the vocabulary and culture of the computer lab and all the integrated skills needed to successfully submit assignments in future classes. ESL 026 will be "hands-off" any actual computers, emphasizing instead all the language elements that are required for success in a computer skills class teaching proper formatting and software use for preparing assignments. The actual practice of the content of this course will occur in BOT 100, a course which the student must be concurrently enrolled in with ESL 026. **Pass/No Pass only. Non-degree applicable.**

Prerequisite
None

Course Content
1) Vocabulary including proper modes of address, names of skills necessary to perform the job, names of tools used, names of materials needed, and basic jargon of computer usage.
2) Formatting principles with Word, PDF, and other programs as selected by the faculty (includes settings and conformity to MLA)
3) Introduction to the language and culture used when creating and storing files.
4) Examples of student-created tables, diagrams, picture or drawing inserts, plus tracking feature for drafts
5) Choices for altering printing features (portrait, landscape, black and white, paper source, collation, sorting, etc.)
6) Introduction to searching on-line databases for sources (emphasis on college library data bases for source articles)

Course Objectives
Students will be able to:
1) Explain how to prepare a basic writing assignment using a proper word program that is formatted correctly.
2) Remember basic points of how to edit and correct a written assignment accurately using a computer.
3) Explain what various programs do to computer-based assignments.
4) Show how to find sources in a database and utilize them properly.
5) Describe how to set up, print, and change or set settings using the computer.

Method of Evaluation
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Presentations
2) Surveys and journals
3) Tests and quizzes revealing knowledge of computer programs, formats, settings, and limitations.

Special Materials Required of Student
1) Dictionary

Minimum Instructional Facilities
1) Smart classroom
2) Computer lab

Method of Instruction
1) Lecture.
2) Class assignments.
3) Completion of homework, sometimes in class.
4) Group work.

Out-of-Class Assignments
1) Reading assignments
2) Short writing assignments
3) Short research assignments

Texts and References
1) Required (representative examples):
    a. Miller, Michael. Computer Basics Absolute Beginner's Guide, (8th Edition). Que Publishing. 2015
    b. Class Packet
2) Supplemental: None

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Present details on how to prepare and edit documents on a computer.
2) Identify the basic parts of a computer and basic programs, and describe their functions.