COLLEGE OF THE DESERT

Course Code ESLN-389A

Course Outline of Record

1. Course Code: ESLN-389A
2.   a. Long Course Title: ESL - Introductory Computer Skills
     b. Short Course Title: ESL - INTRO COMPUTER
3.   a. Catalog Course 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.
     b. Class Schedule Course Description:
      Noncredit course for ESL students focusing on computer terminology, basic computer technology, and developing language skills using a computer.
     c. Semester Cycle (*if applicable*): *N/A*
     d. Name of Approved Program(s):
          • VOCATIONAL ESLN Certificate of Completion
4. Total Units: 0   Total Semester Hrs: 40.00-64.00
   Lecture Units: 0   Semester Lecture Hrs: 40.00-64.00
   Lab Units: 0   Semester Lab Hrs: 0
     Class Size Maximum: 35   Allow Audit: No
     Repeatability Repeatable 3 Times
     Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
   Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
   Prerequisite: ESLN 310C
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
     a. Wooden L (2016). *Welcome to Computers for ESL students* (4/e). Berkeley Labyrinth.
       College Level: No
       Flesch-Kincaid reading level: *N/A*
7. Entrance Skills: *Before entering the course students must be able:*
  a.
Understand simple oral and written instructions.

- ESLN 310C - Demonstrate comprehension of previously learned words or phrases in context
- ESLN 310C - Demonstrate the ability to listen to and for personal information, career information, information about ID cards, personal preferences, job information, information about news interviews and radio programs, automated account information, doctor's advice, car terms, crime reports, legal problems, and information about life events
- ESLN 310C - Demonstrate understanding of learned vocabulary and phrases which appear in advice columns, email invitations, articles, memos, computer advertisements, job applications, recipes, finances, medical labels, auto manuals, community flyers, newspapers, and forms
- ESLN 310C - Demonstrate understanding of sentences which contain familiar words and phrases about everyday topics such as education, recreation, jobs, work ethics, community resources, cooking, money and banking, health, automobiles, crime, life events, and civil rights

  b.
Write related sentences on a given topic.

- ESLN 310C - Demonstrate the ability to use the correct format when writing formal and informal written discourse including indentation as well as capitalization of titles.
- ESLN 310C - Demonstrate the ability to write sentences and questions about topics such as education, recreation, jobs,

work ethics, community resources, cooking, money and banking, health, automobiles, crime, life events, and civil rights

<u>c.</u>

Participate in simple conversations.

- ESLN 310C - Demonstrate understanding of simple questions and answers, statements, and face-to-face conversations about familiar topics
- ESLN 310C - Demonstrate the ability to listen to and for personal information, career information, information about ID cards, personal preferences, job information, information about news interviews and radio programs, automated account information, doctor's advice, car terms, crime reports, legal problems, and information about life events
- ESLN 310C - Demonstrate the ability to ask and answer elementary questions, initiate and respond to simple statements, and maintain face-to-face conversations about topics that refer to basic personal information, education, career plans, recreational activities, jobs, work ethics, community resources, cooking and restaurants, money and banking, health, automobiles, crime, life events, and civil rights

8. Course Content and Scope:

Lecture:

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 such as Paint or Calculator.

Lab: *(if the "Lab Hours" is greater than zero this is required)*

see course content

9. Course Student Learning Outcomes:

1.

Demonstrate comprehension of oral and written instructions in English.

2.

Understand and use basic computer vocabulary.

3.

Illustrate understanding of how to use basic computer programs.

10. Course Objectives: *Upon completion of this course, students will be able to:*

a. Name different parts of a computer.

b. Understand and use vocabulary describing basic web or Internet-related tasks.

c. Understand and use vocabulary describing parts of different programs.

d. Understand oral and written instructions on how to perform specific tasks using a computer.

e. Correctly use the keyboard and the mouse.

f. Create, print, and save a document written in English using a writing program.

g. Work with files and folders.

h. Use simple computer programs.

i. Create and use an email account.

j. Write and send emails.

k. Write personal and business letters.

l. Use the Internet to access ESL learning sites and do research for school or work-related activities.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
    a. Demonstration, Repetition/Practice
    b. Lecture
    c. Participation
    d. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
    In Class Hours: 64.00
    Outside Class Hours: 128.00
    a. In-class Assignments

    > a. Complete four hours of classroom work 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.

    b. 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.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
    - Presentations/student demonstration observations
    - Group activity participation/observation
    - Mid-term and final evaluations
    - Student participation/contribution
    - Student preparation
    - Other
        a. Practical exams

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
    PO-BS Reading and Writing Skills
       Demonstrate reading skills to multiple texts.
       Type structured texts in a variety of written forms according to purpose and audience.
       Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.
    PO-BS Independent Study Skills
       Create goals and take an active role in defining these goals.
    IO - Global Citizenship - Scientific & Technological Literacy
       Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	**Cost Per Unit**	**Total Cost**

19. Provide Reasons for the Substantial Modifications or New Course:

Designed to meet local community needs.

A survey conducted in Spring 2016 showed that there is a high demand for Vocational ESL non-credit classes. This course is to be an elective for the newly created VESL Certificate.

20.
     a. Cross-Listed Course *(Enter Course Code)*:   *N/A*
     b. Replacement Course *(Enter original Course Code)*:   *N/A*

21. Grading Method *(choose one)*:   Pass/No Pass Only

22. MIS Course Data Elements
     a. Course Control Number [CB00]:   CCC000580307
     b. T.O.P. Code [CB03]:   493100.00 - Vocational ESL
     c. Credit Status [CB04]:   N - Noncredit
     d. Course Transfer Status [CB05]:   C = Non-Transferable
     e. Basic Skills Status [CB08]:   2N = Not basic skills course
     f. Vocational Status [CB09]:   Possibly Occupational
     g. Course Classification [CB11]:   K - Other Noncredit Enhanced Funding
     h. Special Class Status [CB13]:   N - Not Special
     i. Course CAN Code [CB14]:   *N/A*
     j. Course Prior to College Level [CB21]:   Y = Not Applicable
     k. Course Noncredit Category [CB22]:   A - English As A Second Language
     l. Funding Agency Category [CB23]:   Y = Not Applicable
     m. Program Status [CB24]:   1 = Program Applicable
     Name of Approved Program *(if program-applicable)*:   VOCATIONAL ESLN
     Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
    First Year: 20
    Third Year: 50

24. Resources - Faculty - Discipline and Other Qualifications:
     a. Sufficient Faculty Resources: Yes
     b. If No, list number of FTE needed to offer this course: *N/A*
25. Additional Equipment and/or Supplies Needed and Source of Funding.
    N/A
26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*
    N/A
27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES
    Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator   Renate Friederike Senters   Origination Date   07/22/16