

ESL 0822T - INTERMEDIATE ESL THROUGH COMPUTER TECHNOLOGY

Catalog Description

Prerequisite: Eligibility for ESL 820 or 830 levels

Advisory: Completion of ESL 812T with grade of "C" or better recommended

Hours: 27 (9 lecture, 18 activity)

Description: Introduction for non-native speakers of English to basic computer vocabulary, keyboarding, mySierra basics, Learning Management System (LMS) basics, Microsoft Word basics and use of ESL software and internet sites. Supports coursework at the ESL 820 and 830 levels. (pass/no pass grading) (noncredit)

Course Student Learning Outcomes

- CSLO #1: Differentiate, define and utilize appropriate language for technology components, functions, tasks, programs and online resources.
- CSLO #2: Synthesize technological knowledge of college tools, college course management system, internet resources and some office programs to create documents, presentations, communications and other products.

Effective Term

Fall 2022

Course Type

Noncredit

Contact Hours

27

Outside of Class Hours

27

Total Student Learning Hours

54

Course Objectives

Content will be taught with authentic language that focuses on technology, U.S. culture and history, the environment and social issues and intermediate-level situations and functions for college, career and community.

Lecture Objectives:

Students will through integrated skills study and practice:

1. Identify English vocabulary for computer components, computer functions, course assignments and course tasks;
2. Apply navigation and usage skills for some computer-based and on-line office tools (e.g.; Microsoft Word and PowerPoint);
3. Apply keyboarding skills to tasks and projects;

4. Differentiate and utilize on-line college programs (e.g., mySierra) for logging in, course registration, grades, GPA, address change and other student functions;
5. Differentiate and utilize course management tools (e.g., LMS) for logging in, locating class materials and utilizing them to complete assignments, checking grades, e-mailing faculty and participating in discussion boards;
6. Create and store word-processed documents using capitals, punctuation, font size, indenting, centering, bolding, underlining, italicizing, margins, tabs, spacing, copying, pasting and inserting;
7. Demonstrate navigation and usage of ESL software and internet sites using icons, links, prompts, and exercise and scoring formats;
8. Initiate internet searches for information for class tasks and evaluate for appropriateness; and
9. Identify and use effective strategies for success in American academic, vocational and community settings (e.g., academic honesty, study skills, politeness, participation).

Activity Objectives:

Students will through integrated skills study and practice:

1. Demonstrate understanding of computer vocabulary and screen navigation by following oral and written instructor directions to perform computer functions and tasks;
2. Demonstrate navigation skills for common office programs (e.g., Word, PowerPoint) and produce products such as slides for a presentation;
3. Apply 10-finger keyboarding patterns to produce English language text;
4. Utilize college tools and course management systems (e.g., mySierra, Canvas) to locate information and files, to contact faculty through e-mail and to participate in a discussion board;
5. Compose, edit and save documents;
6. Demonstrate navigation and usage of ESL software programs and internet sites using icons, links, prompts and exercise and scoring formats to complete assignments;
7. Initiate searches and evaluate for appropriateness of on-line information on an assigned topic; and
8. Demonstrate understanding of strategies for success in American academic, vocational and community settings (e.g., academic honesty, study skills, politeness, participation).

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Objective Examinations
 - Example: Students will take a quiz over computer function vocabulary. Sample Question: Read the sentences, underline the collocation and circle the letter for the correct missing word. Select the printer icon and then "right click" the _____ button. a. monitor b. mouse c. marker
- Problem Solving Examinations
 - Example: Students are asked to change their uslearns (or other internet program) password by using the forgotten password link, completing the information and retrieving the e-mail in their college account, resetting it and posting a comment in the class discussion board about how long it took to complete this. This

is a common problem for ESL students using multiple online programs. It will be assessed using a rubric based on completion of task and/or assistance from instructor needed.

- Projects
 - Example: Students will work in a group to research a class topic (e.g., an American civil rights leader), select appropriate content, create visual support (e.g., PowerPoint) and present to the class. The presentations will be evaluated using a standard rubric for content, appropriateness, quality of visuals and delivery.
- Skill Demonstrations
 - Example: Students will research (using online search engines) a problem posed on a class topic (e.g., 5 ways to reduce your personal global footprint) and then compose and word-process their response. They will save their response using on-line office tools (e.g., 365) and e-mail it to the instructor using the course management system (e.g., LMS).

Repeatable

Yes

Methods of Instruction

- Activity
- Lecture/Discussion
- Distance Learning

Activity:

1. Instructor will follow up a lecture/demonstration with student practice. The instructor will monitor the practice, answer questions, assist and guide students verbally and re-demonstrate to individual students as necessary.
2. Students will login to mySierra, resetting their password if necessary. They will locate their course registration for the semester. Continuing students will access their past grades and GPA. Students will complete a GPA worksheet to practice how GPAs are calculated. The instructor will circulate, answering questions, guiding students who are having trouble and checking GPA worksheets.
3. Students will go to an ESL internet site such as uselearns.org. They will register using their Sierra College e-mail, their name in lowercase with no spaces as their username and a simple instructor-provided password. They will store the e-mail address, user name and password in their phone or other secure accessible place. They will logout and then log back in. They will reset their password if necessary for access. Then they will complete an assigned unit as homework.

Lecture:

1. Instructor will explain and demonstrate new material, answer questions and assist students. Students will ask questions, follow directions and perform the tasks being demonstrated.
2. The instructor will explain and demonstrate logging into mySierra, resetting a password and locating class registration and past grades. The instructor will define GPA and explain its importance. Students will ask questions. Then in pairs, students will explain to a partner how to do it.
3. The instructor will explain the importance of password security on different types of on-line accounts. S/he will show examples of secure passwords and risky ones and help students differentiate

which accounts need secure passwords. The class will discuss this topic.

Distance Learning

1. By video, the instructor will explain and demonstrate new material. Students will watch the video about creating an email that addresses a friend as compared to a professional colleague and take notes about the steps, noticing new vocabulary differences in formality. Students will then submit their notes from the instructor to review and provide feedback.
2. Embedded in the email the instructor will guide students to answer a series of the intermediate-level appropriate steps and questions. Students will follow the steps for sending both an email to a "friend" (classmate while cc'ing the instructor) and also to fictitious business colleague from their MySierra account which.

Typical Out of Class Assignments Reading Assignments

1. Read a textbook section or handout on a course topic such as Participating in Discussion Boards. Highlight the technical steps. Look at the examples of appropriate and inappropriate posts.
2. Read crossword puzzle clues and enter the correct computer vocabulary into the puzzle.
3. Read assignment directions. For example, read directions for a task using a search engine to find an appropriate on-line source discussing plagiarism and how to avoid it.

Writing, Problem Solving or Performance

1. Write an appropriate post on the course discussion board answering the questions: What do you use a computer for in your life? Do you use a computer or smart phone more? Why? 2. Write 2 paragraphs explaining how to login and find your course grades. Use 12-point font in Arial, a centered title, double spacing and an indented first word. Check your spelling and grammar with the checkers. Save your document and e-mail it to your instructor as an attachment.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- Welcome to Computers for ESL Students
 - Author: Olivia Adendorff & Lois Wooden
 - Publisher: Labyrinth
 - Publication Date: 2014
 - Text Edition: 2nd
 - Classic Textbook?:
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.

Instructor-created materials, other handouts and internet resources.