_____SOUTH SEATTLE COMMUNITY COLLEGE_____

General Education

COURSE OUTLINE
Revision: (Yilin Sun, Don Bissonnette, Kris Lysaker) July 2009

DEPARTMENT: Basic and Transitional Studies

CURRICULUM: English as a Second Language

COURSE TITLE: Computer Skills 3

COURSE NUMBER: ESL 037

TYPE OF COURSE: Non-credit ESL

COURSE LENGTH: One Quarter

CREDIT HOURS: Variable 1 to 5

LECTURE HOURS: 10 to 50

LAB HOURS: 0

CLASS SIZE: 28

PREREQUISITES: Appropriate placement testing or enrollment in level 3 ESL

COURSE DESCRIPTION:

Students will learn basic computer skills to assist their English language learning. The course consists of an introduction to basic vocabulary and terminology related to computer and word processing, Microsoft Word, the Internet, web search and email. Students will also use of different computer language software and programs to practice English. An attempt will be made to support all students' individual needs.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and listen actively to learn to communicate. Speak and write effectively for personal, academic, and career purposes.
2. Human Relations – Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values.
3. Critical Thinking and Problem Solving – Think critically in evaluating information, solving problems, and making decisions.
4. Technology – Select and use appropriate technological tools for personal, academic, and career tasks.

ESL 037, Computer Skills 3 (July 2009)

5. Be motivated and able to continue learning and adapt to change. Value one's own skills, abilities, ideas, and art. Take pride in one's work. Manage one's personal health and safety. Be aware of civic and environmental issues.
6. Access and evaluate information from a variety of sources and contexts, including technology. Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

The Washington State Technology Competencies for ESL students is used to guide instruction and student learning.

At the end of the course, students will be able to:

1. Use the basic vocabulary and terminology related to computer and word processing
2. Open, save and format a basic document
3. Type a simple note or a letter using Microsoft Word
4. Perform basic format and editing on a word document
5. Create tables and calendars
6. Use different basic computer language software and programs to practice English skills and typing skills
7. With assistance, navigate websites to access information and evaluate information
8. Build confidence and skills in using computer technology.

TOPICAL OUTLINE:

1. Introduction to Computer – Parts and lab rules
2. Introduction to basic vocabulary and terminology related to computer and word processing
3. Introduction to Grammar mastery program and other available language software and programs
4. Intro to BTS ESL website for students and useful links
5. Intro Typing programs – Nimble finger as a start
6. Introduction to Microsoft Office 2007 - Computer Basics- Open and save a document, change file name, etc..
7. Formatting a document – margins, font, underline, bold, etc..
8. Editing skills – Spell check, cut and paste, insert clip art, etc..
9. Web search on career options and college programs
10. Comparing information from different websites
11. Creating a table – calendar and greeting cards
12. Creating a PPT presentation

REVISED BY: Yilin Sun, Don Bissonnette, Kris Lysaker
                    July 2009