

## STV71 : Computer Basics/ESL Learners

### General Information

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Course Code (CB01) :	STV71
Course Title (CB02) :	Computer Basics/ESL Learners
Department:	STV
Proposal Start:	Winter 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000617645
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 71 is a computer literacy course for ESL students. The course introduces students to computer vocabulary, keyboarding and educational software programs. Students also practice using the Internet, e-mail, and word processing applications. Students become more confident in using a computer so they can continue their education in basic computer business classes and improve their independent computing skills. Lecture 64 hours. Note: This is pass/ no pass only.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>Noncredit</li></ul>
Mode of Delivery:	
Author:	
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Vocational (short-term): Non-Credit</li></ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

## Course Development

### Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

### Course Special Class Status (CB13)

Course is not a special class.

### Pre-Collegiate Level (CB21)

Not applicable.

### Grading Basis

- Pass / No-Pass Only

### Course Support Course Status (CB26)

Course is not a support course

## General Education and C-ID

### General Education Status (CB25)

Not Applicable

### Transferability

Not transferable

### Transferability Status

Not transferable

## Units and Hours

### Summary

**Minimum Credit Units (CB07)** 0

**Maximum Credit Units (CB06)** 0

**Total Course In-Class (Contact) Hours** 64

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 64

### Credit / Non-Credit Options

#### Course Type (CB04)

Non-Credit

#### Noncredit Course Category (CB22)

Short-Term Vocational.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Non-Enhanced Funding.

Variable Credit Course

#### Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	64	0
Laboratory Hours	0	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	64
Laboratory	0
Studio	0

**Total** 64

**Course Out-of-Class Hours**

Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	<b>0</b>

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

**Advisory**

ESL10 - English as a Second Language Level 1

**Objectives**

- Write capital and lowercase letters legibly and demonstrate knowledge of alphabetical order and capitalization rules.
- Pronounce basic English vocabulary, phrases, and sentences clearly and naturally after appropriate modeling and instruction.
- Comprehend short dialogues and reading passages such as those presented in the textbooks.
- Compose sentences and simple paragraphs using appropriate subject- verb agreement and other grammatical structures.
- Demonstrate comprehension of spoken English in familiar everyday contexts within limited semantic discourse realms.
- Compose simple sentences using correct punctuation, capitalization, and word order.
- Choose correct grammatical forms and demonstrate usage in written and conversational forms;
- Complete a test in scantron form.

**Entry Standards**

Entry Standards

**Course Limitations**

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction                      Lecture

Methods of Instruction                      Laboratory

Methods of Instruction                      Discussion

Methods of Instruction                      Multimedia

Methods of Instruction                      Collaborative Learning

Methods of Instruction                      Demonstrations

### Out of Class Assignments

N/A

### Methods of Evaluation

Evaluation

Activity (answering journal prompt, group activity)

Evaluation

Project/Portfolio

### Rationale

Students are informally evaluated as they complete class assignments

Students present works-in-progress to the instructor

Students are formally evaluated as they complete a performance-based task

Students complete a final class project or assignment

### Textbook Rationale

No Value

### Textbooks

Author	Title	Publisher	Date	ISBN
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No Value	No Value	No Value	No Value	No Value
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### Other Instructional Materials (i.e. OER, handouts)

No Value

**Materials Fee**

No value

**Learning Outcomes and Objectives****Course Objectives**

Identify various computer parts, both hardware and software.

Demonstrate specific keyboarding skills (e.g. enter, escape, delete, tab).

Locate internet addresses and maintain a bookmark/favorites list.

Demonstrate use of selected computer educational software.

Use an e-mail account to send and reply to an e-mail message, as well as e-card option.

Demonstrate opening a word-processing program, typing a letter, doing spell check, and saving a closing programs.

Save data to e-mail, hard drive, USB devices, desktop, and cloud, and know which is appropriate in a given situation.

**SLOs****Identify the basic elements required in a computer system.**

Expected Outcome Performance: 70.0

**Operate a computer to compose documents and research the Internet at an introductory level.**

Expected Outcome Performance: 70.0

*ILOs* Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or  
*Core* methodologies to solve unique problems.

*ILOs***Demonstrate proficiency in various mouse/pad operations, such as, point, click, double click, drag, and right drag.**

Expected Outcome Performance: 70.0

**Additional SLO Information****Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

**Is this proposal submitted in response to learning outcomes assessment data?**

No

**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

**SLO Evidence**

No Value

**Course Content****Lecture Content****Introduction to Computers (10 hours)**

- Know the names for computer hardware (monitor, keyboard, etc.)
- Move the cursor, select and open icons and menus
- Manipulate the mouse and use keyboard keys
- Know the difference for using a disk, CD-ROM, and hard drive
- Open and close programs from the startup menu and from icons on the desktop
- Improve keyboard typing speed and maintain a record of progress
- Words per minute
- Practice using numeric key pad exercises and the calculator
- Learn about other computer and business class offerings

**Windows Basics (10 hours)**

- Manage windows by learning basic terms
- Learn to access and use various toolbars in the menu
- Use the Windows help index and do a search query
- Practice mouse skills: click, drag, and scroll
- Organize all programs and send shortcuts to the desktop
- Create and arrange files and folders using notepad
- Explore the accessories bar: Calculator, Notepad, Wordpad, Windows Media player, MS Paint program, and games

**Using Educational Software (8 hours)**

- Open and close software programs such as Oxford Picture Dictionary, Mavis Beacon, Making Connections, Side by Side, and Focus on Grammar
- Use educational software to keep track of scores use
- Help buttons with tutorials
- Evaluate software to know if it's user friendly
- Advanced option: learn how to order software online for home use

**Using the Internet (10 hours)**

- Open the Internet Explorer browser
- Enter internet addresses (URLs) and view history
- Add websites to Favorites as well as organize and delete from Favorites
- Work with selected internet sites for ESL instruction, esp. "English For All" and compare member vs. non-member sites
- Use hypertext links and back/forward/home buttons
- Save and print web documents
- Copy and paste text and graphics from websites to other applications: e-mail, MS Word, Paint.
- Compare various search engines and use advanced searches
- Use teamwork in solving a webhunt
- Advanced student option: learn to use Pdf files for tutorials and for downloading music or larger files

**E-mail accounts on the Internet (10 hours)**

- Understand the use of e-mail, e-mail etiquette, signing in & out
- Open an account and learn responsibilities and dangers
- Write and send an e-mail/e-card message, and/or reply to a message
- Set up and manage an email address book
- Use spell check, print an message and save to disk
- Format email messages; using spell checks, and hyperlinks
- Advanced student option: personalize an email page, integrate a calendar for scheduling, and add attachments to email

**Word-processing software applications (8 hours)**

- Open MS Word and type a letter
- Create a document/file using either Menu or Toll Bar features
- Name files appropriately and save in topical folders
- Alphabetize, number, and bullet a list
- Make a simple table and enter data/images/inserting clip art
- Use the drawing toolbar (similar to MS Paint) to make a simple flyer

- Advanced student option: make a MS Excel chart and graph; switch between the bar and circle graphs; use Wizards or Templates to make resumes or business cards

### **Projects & Presentations (8 hours)**

- Use MS Word Formatting Tools
- Browse, insert, and resize pictures into a text box
- Add borders and shade around pictures
- Advanced Option: Use MS PowerPoint with some photos and text as Above; use the online tutorial to learn PowerPoint basics and make 5-7 slides in a template with title, photo, and caption

**Total hours: 64**

## **Additional Information**

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

### **GCC Major Requirements**

No Value

### **GCC General Education Graduation Requirements**

No Value

### **Repeatability**

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

## **Resources**

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

**Will any additional resources be needed for this course? (Click all that apply)**

- No

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value