



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: ESL 706 **DIVISION:** 90 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2021

CURRICULUM APPROVAL DATE: 12/14/2021

SHORT TITLE: NC COMPUTER-INTERNET BASICS

LONG TITLE: NC Computer and Internet Basics for ESL Students

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

Out of Class Hrs: 18.00

Total Learning Hrs: 27.00

COURSE DESCRIPTION:

This course is for ESL students who have little to no experience with computers and navigating the Internet. This course will introduce students to the parts of a computer, basic desktop tools, browsers, email, security, virus protection, and social media. **ADVISORIES:** ESL 786 or ESL Assessment Recommendation

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Use functions of the operating system and manipulate the desktop.
2. Utilize the internet to browse web pages, search for information, and print pages.
3. Compose, send, and retrieve e-mail.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Utilize an internet browser/search engine to seek information and access websites.
2. Manipulate files and folders on a computer or storage device.
3. Identify and use computer hardware and software to accomplish basic tasks.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/14/2021

1 Hour

Content: Review course syllabus, lab requirements and rules; define basic hardware and software terminology.

1 Hour

Content: Review the parts of a computer; recognize and identify the parts of the Windows environment; complete an online mouse tutorial.

1 Hour

Content: Review the parts of the current Windows environment; introduce the basic functions of the Windows environment.

1 Hour

Content: Review the basic functions of the Windows environment; introduce File Explorer and pinning.

1 Hour

Content: Review the use of File Explorer; introduce folder organization and finding and manipulating files and folders.

1 Hour

Content: Review how to find and manipulate files and folders; introduce using a flash drive.

1 Hour

Content: Review how to use a flash drive; overview of internet web page browsers; recognize and identify the parts of a browser.

1 Hour

Content: Review internet browser options and the parts of a browser; search for information on the internet; access Gavilan email account; recognize and identify the parts and functions of an email platform.

1 Hour

Content: Review how to access an email account; review the parts and functions of an email platform; introduce Google extras; print pages from the internet.

METHODS OF INSTRUCTION:

Lecture and application; use of computers, computer tutorials and videos.

METHODS OF EVALUATION:

Objective examinations
Percent of total grade: 20
Quizzes.

Skill demonstrations
Percent of total grade: 80

REPRESENTATIVE TEXTBOOKS:

n/a

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: G

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000592469

Sports/Physical Education Course: N

Taxonomy of Program: 493087