# GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

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## Course Outline

**COURSE:** ESL 710          DIVISION: 90          ALSO LISTED AS:

TERM EFFECTIVE: Spring 2021                    CURRICULUM APPROVAL DATE: 11/10/2020

SHORT TITLE: NC WORD PROCESSING BASICS

LONG TITLE: NC Word Processing Basics for ESL Students

| Units | Number of Weeks | Type | Contact Hours/Week | Total Contact Hours |
|-------|-----------------|------|--------------------|--------------------|
| 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

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**COURSE DESCRIPTION:**

This course introduces ESL students to the basic word processing skills of creating, saving and printing a document.  Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705.

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:**

1.  Use Microsoft Word to create, save, and print documents.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

Institution Outcome Map: 7. Content Specific:

2.  Demonstrate ability to move, insert, select, replace, delete, justify and format text in Microsoft Word.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

Institution Outcome Map: 7. Content Specific:

3.  Use Microsoft Word menus, toolbars, and dialog boxes to format text.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

Semester: Summer

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

Curriculum Approval Date: 11/10/2020

**DE MODIFICATION ONLY**

1 Hour

Content:  Review course syllabus, lab requirements and rules; review Parts of  a Computer.   Go over Computer Terminology for Microsoft Word and Parts of the Word Screen.  Work from a flash drive; input text; discuss concept of word-wrap; make a header; use icons to bold and underline text; save document to flash drive; print.

Student Performance Objectives:  Create a document; create a header for the assignment; apply bolding and underlining.

Out-of-class assignments:  Review Computer Terminology and Parts of the Word Screen.

1 Hour

Content:  Review and employ operations from previous class; work with an existing document; use icons to underline and center text; practice making revisions by inserting and deleting; use "save as" to save a file.

Student Performance Objectives:  Work from a flash drive; revise a file.

Out-of-class assignments:  Create a document, executing specific directions and inputting given text; use a header on homework assignment; save and print assignment.

1 Hour

Content:  Review and employ operations from previous classess;  use tab for indenting; introduce zoom, auto complete, and auto correct; use print preview.

Student Performance Objectives:  Create  a memorandum with specific spacing.

Out-of-class assignments:  Create a document, executing specific directions and inputting given text; save and print assignment.

1 Hour

Content:  Review and employ operations from previous classes;  access file from flash drive;  use Word Short Cuts to move through a document; highlight to select and deselect text; insert information with cursor; use backspace and delete.

Student Performance Objectives:  Practice moving within a given text, selecting and deselecting text from an existing document.

Out-of-class assignments:  Create a document, executing specific directions and inputting given text;  save and print assignment.

1 Hour

Content:  Review and employ operations from previous classes; use spell and grammar check.

Student Performance Objectives:  Access document from flash drive; spell and grammar check it.

Out-of-class assignments:  Create a document, executing specific directions and inputting given text;  save and print assignment.

1 Hour

Content:  Review and employ operations from previous classes; introduce letter format.

Student Performance Objectives:  Create a letter with correct format.

Out-of-class assignments:  Create a document, executing specific directions and inputting given text;  save and print assignment.

1 Hour

Content:  Review and employ operations from previous classes; number sentences; double space.

Student Performance Objectives:  Create a document, number sentences with command keys, and double space them.

Out-of-class assignments:  Create a document with a list of numbered sentences and double space.

1 Hour

Content:  Practice all skills learned in previous classes; review Word Short Cuts for centering, bolding, underlining, numbering, and spacing; change font, style and size.

Student Performance Objectives:  Create a document using all skills learned so far, in addition to changing font size and style.

Out-of-class assignments:  Utilize a variety of Microsoft Word commands to create, format, save, and print a document.

1 Hour

Content: Key and revise a paragraph by following a list of instructions that require use of: indenting; changing font size; cutting and pasting;  double spacing; inserting; underlining, bolding, and centering the title; changing filenames; saving; printing.

Student Performance Objectives:  Students will demonstrate the ability to perform basic word processing skills through the creation, editing, saving, and printing of a document to which a number of alterations have to be made.

**METHODS OF INSTRUCTION:**

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

**METHODS OF EVALUATION:**

Methods Of Evaluation

Skill demonstrations

Percent of total grade: 80.00 %

Class exercises and tests.

Objective examinations

Percent of total grade: 20.00 %

Final class project.

**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: CCC000592473

Sports/Physical Education Course: N

Taxonomy of Program: 493087