

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**CREDIT COURSE NOT APPLICABLE TO THE A.A. DEGREE**

(Use this form only for courses which do not apply to the A.A. Degree)

**COURSE NUMBER AND TITLE:** ESL 30      Computer Literacy for ESL

**UNIT VALUE:** 2

**MINIMUM NUMBER OF SEMESTER HOURS:** 64

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:**

Development of reading and writing skills through computers, focusing on vocabulary specific to using computers. Includes basic word processing, spreadsheet, database and graphics commands and procedures needed to complete reading and writing assignments and other projects.

**SPECIFIC COURSE OBJECTIVES:**

1. Students will be able to read and carry out step-by-step instructions in computer workbook to create word processing documents, spreadsheets, databases, and graphics.
2. Students will be able to use word processing skills to write a resume and business and personal letters.
3. Students will be able to use word processing skills to write process essays which describe the steps used in creating word-processed spreadsheet, and database documents.
4. Students will be able to use spreadsheet, database, and graphic stools to complete projects that reflect common academic and real-world tasks.
5. Students will be able to create graphics and incorporate them into pre-existing documents.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Reading
  - A. Patterns and organization of directional discourse which tells how to follow steps
  - B. Vocabulary needed to carry out steps and procedures
    - 1.) Mouse actions
    - 2.) Menu commands
    - 3.) Window and desktop information
    - 4.) Vocabulary needed to operate word processing, spreadsheet, database, and graphics applications
2. Process essay
  - A. Pattern of organization and development
  - B. Formatting
  - C. Use of transitions
3. Letter writing (business and personal)
  - A. Punctuation
  - B. Parts of letters
    - 1.) Body
    - 2.) Closing
    - 3.) Salutation
  - C. Acceptable letter styles
    - 1.) Modified block
    - 2.) Block
  - D. Appropriate vocabulary
  - E. Appropriate syntax
4. Resume
  - A. Sections
    - 1.) Career objective
    - 2.) Education
    - 3.) Work experience
    - 4.) Extra-curricular activities
    - 5.) Specific skills
  - B. Format
  - C. Heading
5. Word processing
  - A. Creating new documents
  - B. Editing pre-existing documents
  - C. Formatting documents
  - D. Saving documents
  - E. Printing documents
  - F. Creating merged documents
  - G. Proofing for errors
6. Databases
  - A. Creating new database
  - B. Editing pre-existing database
  - C. Formatting fields
  - D. Creating reports
  - E. Performing sorts and filters
  - F. Creating address book
  - G. Creating daily planner
  - H. Proofreading for errors

- 7. Spreadsheets
  - A. Creating new spreadsheets
  - B. Editing pre-existing spreadsheets
  - C. Formatting cells
  - D. Using formulas
  - E. Creating charts
  - F. Creating a personal budget
  - G. Creating a grade book
  - H. Proofreading for errors
- 8. Graphics
  - A. Creating draw documents
  - B. Adding and deleting graphics
  - C. Modifying graphics
  - D. Integrating graphics into word processing documents

**REQUIRED READING:**

Texts such as the following:

Sebastian, B. (1999). Microsoft Office 2000: Step by Step. Cincinnati, OH: Computer Literacy Press.

**SUGGESTED READING:**

None

**REQUIRED WRITING:**

Students are required to write paragraphs, process essays, a resume, and letters.

**OUTSIDE ASSIGNMENTS:**

None

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes \_\_\_\_\_ No X

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

- 50% Quizzes
- 50% Worksheets and written assignments

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes \_\_\_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

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**SIGNATURES ON FILE**