

IMPERIAL COMMUNITY COLLEGE DISTRICT

IMPERIAL VALLEY COLLEGE

COURSE OUTLINE

Instructor: Rosalinda Ramírez-Domínguez

DIVISION: Business

COURSE TITLE: Computers for ESL Students

COURSE NO.: Business 805

UNITS: Noncredit

LECTURE HOURS: 32.5

COURSE NUMBER: -12001

COURSE TITLE: Computer For ESL Students

An introductory computer course for English learners to learn the basic tasks and the vocabulary to be able to study in a traditional basic computer literacy credit class.

GRADING CRITERIA: Course must be taken on a "pass/fail" basis only.

OBJECTIVES AND MINIMUM STANDARDS FOR PASSING:

Student will be able to:

1. Use English computer terms.
2. Identify basic computer terms.
3. Effectively use the features of a computer keyboard and mouse.
4. Perform basic word processing tasks such as creating, opening, editing, and printing word processor documents.
5. Search the web.
6. Send and receive emails.

CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT

APPROXIMATE % OF COURSE

1. Computer Terms	20
2. Basic Computer Hardware	5
3. Using a Keyboard and Mouse	5
4. Using Word	40
5. Using the Internet	15
6. Working with E-mail	15