

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
IMPERIAL VALLEY COLLEGE  
COURSE OUTLINE**

**Instructor: Donaciano Román**

**DIVISION:** Business

**COURSE TITLE:** Computers for ESL Students    **COURSE NO.:** Business 805

**UNITS:** Noncredit

**LECTURE HOURS:** 32.5

**COURSE NUMBER:** 12002    **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.

**COURSE 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

**Timeline**  
**Fall 2013**

<b>Content</b>	<b>Date(s)</b>
1. Computer Terms	September 6
2, Basic Computer Hardware	September 12
3. Using a Keyboard and Mouse	September 20
4. Using Word	September 27. October 4, 11, 18
5. Using Internet	October 25, November 1, 8, 15
6. Working with e-mail	November 22, December 6