IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Fall 2023/Otoño 2023**	Instructor Name:	**Alfonso Ruiz**
Course Title & #:	**Computers for ESL students/ BUS 805**	Email:	**alfonso.ruiz@imperial.edu**
CRN #:	**12064**	Webpage (optional):	**N/A**
Classroom:	**901**	Office #:	**N/A**
Class Dates:	**9/1/23 - 11/17/23**	Office Hours:	**N/A**
Class Days:	**Friday/Viernes**	Office Phone #:	**N/A**
Class Times:	8:30am – 11:10 am	Emergency Contact:	**Vicky Figueroa 760.355.6303**
Units:	0	Class Format/Modality:	Face to face/Presencial

Course Description

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. **Curso básico para estudiantes aprendiendo inglés para poder tomar cursos básicos tradicionales en cursos de cómputo. Este curso se imparte en español o bilingüe español/inglés.**

Course Prerequisite(s) and/or Corequisite(s)

[Paste in the course perquisite(s) and/or corequisite(s) from the COR, located at https://imperial.curricunet.com/Search]
N/A

Student Learning Outcomes

[Paste in the course student learning outcomes from the COR, located at https://imperial.curricunet.com/Search]

N/A

Course Objectives

[Paste in the course objectives from the COR, located at https://imperial.curricunet.com/Search]
1. Use English and Spanish computer terms./**Uso de terminología de computación en inglés y español**. 2. Identify basic computer terms./**Identificar términos básicos de computación**. 3. Effectively use the features of a computer keyboard and mouse.**/Uso efectivo de funciones de teclado y ratón(mouse).** 4. Perform basic word processing tasks such as creating, opening, editing, and printing word processor documents./**Uso básico de procesador de palabras en tareas como crear, abrir, editar e imprimir documentos.** 5. Search the web./**\Búsqueda en la red(web).** 6. Send and receive emails./**Enviar y recibir correos electrónicos.**

Textbooks & Other Resources or Links

[Describe which textbooks and/or other resources are required for the course. Be sure to include ISBN.]

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*Canvas documents and internet/***Documentos de Canvas e internet.**

Course Requirements and Instructional Methods

Due to the nature of the course no homework is required for this course. All assignments and projects will be done during class time. **Por el hecho y tipo de curso no habrá tarea. Todas las tareas y proyectos serán ejecutadas durante clase.**

Course Grading Based on Course Objectives

GRADING CRITERIA: Course must be taken on a "pass/fail" basis only. **Este curso se califica como aprobado/fallido.**

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification. **IVC valora los pensamientos críticos, facultades de comunicación y la integridad en el alumno. En resumen, el plagio no es aceptable, solo en el dado caso que su profesor se lo indique.**

Course Policies

From the General Catalog: Class Attendance: An instructor will drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class for excessive absences, defined as the number of continuous, unexcused absences exceeding the number of hours the class meets per week. Be aware, it is always the student's responsibility to withdraw officially from classes. In no case should students presume they have been dropped by the instructor.

Other Course Information

N/A

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources **or click the heart icon in Canvas. IVC se esmera en tu éxito en todos los aspectos de tu educación. Para ayuda, recursos, servicios y explicación de las políticas, visite:** http://www.imperial.edu/studentresources **o presione el icono de corazón en Canvas.**

Anticipated Class Schedule/Calendar

N/A

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