

NCEL 405: INTRODUCTION TO COMPUTER & INTERNET LANGUAGE FOR ESL

Foothill College Course Outline of Record

| Heading | Value |
|-------------------------|---------------------------------------------------------------------------------|
| Effective Term: | Summer 2024 |
| Units: | 0 |
| Hours: | 48 lecture per quarter (48 total per quarter) |
| Advisory: | One of the following NCEL level 1 courses is recommended: NCEL 411, 412 or 413. |
| Degree & Credit Status: | Non-Degree-Applicable Non-Credit Course |
| Foothill GE: | Non-GE |
| Transferable: | None |
| Grade Type: | Non-Credit Course (Receives no Grade) |
| Repeatability: | Unlimited Repeatability |

Description

An introductory course for the adult English-learner to the computer and internet language needed to be successful on the community college campus and in college-level coursework. Primary focus is on developing language to communicate basic computer problems and directions for basic computer tasks, through listening, speaking, reading, and writing activities in the classroom.

Course Objectives

The student will be able to:

1. Demonstrate an understanding of basic computer/internet terms.
2. Follow and give directions on how to do basic computer/internet tasks, using standard English.
3. Send emails and contribute to online forums using appropriate tone for intended audience.
4. Perform basic internet searches (with consideration for internet safety).
5. Search for classes in the searchable schedule of classes, important dates and deadlines, financial aid information, etc., on the Foothill website (foothill.edu).

Course Content

1. Demonstrate an understanding of basic computer/internet terms
 - a. Computer
 - b. Monitor
 - c. Mouse
 - i. Right click
 - ii. Left click
 - d. Keyboard
 - i. Caps lock
 - ii. Tab

- iii. Shift
 - iv. Enter
- e. Web browser
 - f. URL
 - g. Search bar
 - h. Email
 - i. Spam
 - j. Hackers/scammers
 - k. JPEG
 - l. Streaming
 - m. Window
 - n. (Browser) tab
 - o. Desktop
 - p. Laptop
 - q. Tablet
2. Follow and give directions (using imperatives, as well as other colloquialisms (e.g., "What you want to do is...") for giving directions) on how to do basic computer/internet tasks
 - a. Turn on and off the computer
 - b. Open an internet/web browser
 - c. Create an email account
 - d. Submit an assignment in canvas
 3. Send emails or contribute to online forums using appropriate tone for intended audience
 - a. Elevated or formal tone for academics or higher authority (employers, professors, doctors, etc.)
 - b. Informal tone for friends and family
 4. Perform basic internet searches (with consideration for internet safety)
 - a. Keyword grammar/syntax
 - b. Site reliability and protecting sensitive information
 - c. Narrow search results
 5. Search for classes in the searchable schedule of classes, important dates and deadlines, financial aid information, etc., on the Foothill website (foothill.edu)
 6. Navigate the LMS (Canvas) to find important course content and information, and submit assignments
 - a. Syllabus
 - b. Modules
 - c. Announcements
 - d. Files
 - e. Discussions
 - f. Assignments
 - g. Grades
 7. Use online dictionaries and other online tools for English learners
 - a. Merriam Webster's English Learner's Dictionary Online
 - b. Duolingo
 - c. Quizlet
 - d. YouTube
 - e. PBS.org
 - f. NPR.org

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Computer lab, access to computers.
2. When taught via Foothill Global Access, ongoing access to computer with email software and hardware; email address.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

In-class exercises
Homework exercises
Vocabulary tests
Reading tests
Listening tests
Writing tasks

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Discussion
Cooperative learning exercises
Oral presentations
Demonstration

Representative Text(s) and Other Materials

Google Applied Digital Skills resources: <https://applieddigitalskills.withgoogle.com/en/resources>

GCFGlobal computer tutorials: <https://edu.gcfglobal.org/en/topics/computers/>

WiscOnline Basic Computer Skills MOOC: <https://www.wisc-online.com/courses/computerskills>

The Open University Digital & Computing free courses: <https://www.open.edu/openlearn/digital/free-courses>

LINCS Northstar Digital Literacy Assessments: <https://lincs.ed.gov/professional-development/resource-collections/profile-1089>

NetLiteracy.org "Computer Basic Skills" (PDF): <https://www.netliteracy.org/wp-content/uploads/2012/07/Basic-Computer-Skills1.pdf>

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Read written conversations, short narrative paragraphs, explanations, and instructions in the text
2. Read internet articles, internet reviews, instruction manuals, and personal narratives
3. Write short paragraphs about personal experiences

Discipline(s)

English as a Second Language (ESL): Noncredit