Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department:ESL

Submitter

First Name: Alice
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Course Prefix and Number:PIE - 081

 # Credits:3

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Bridge to Computers

Course Description:

This course introduces computer skills for intermediate and higher non-native speakers of English. Course includes an overview of computer components and terminology and an introduction to applications such as word processing, Internet, e-mail, presentation, and other software. English reading, writing, speaking, and listening skills are developed through a variety of computer projects and interactive classroom work.
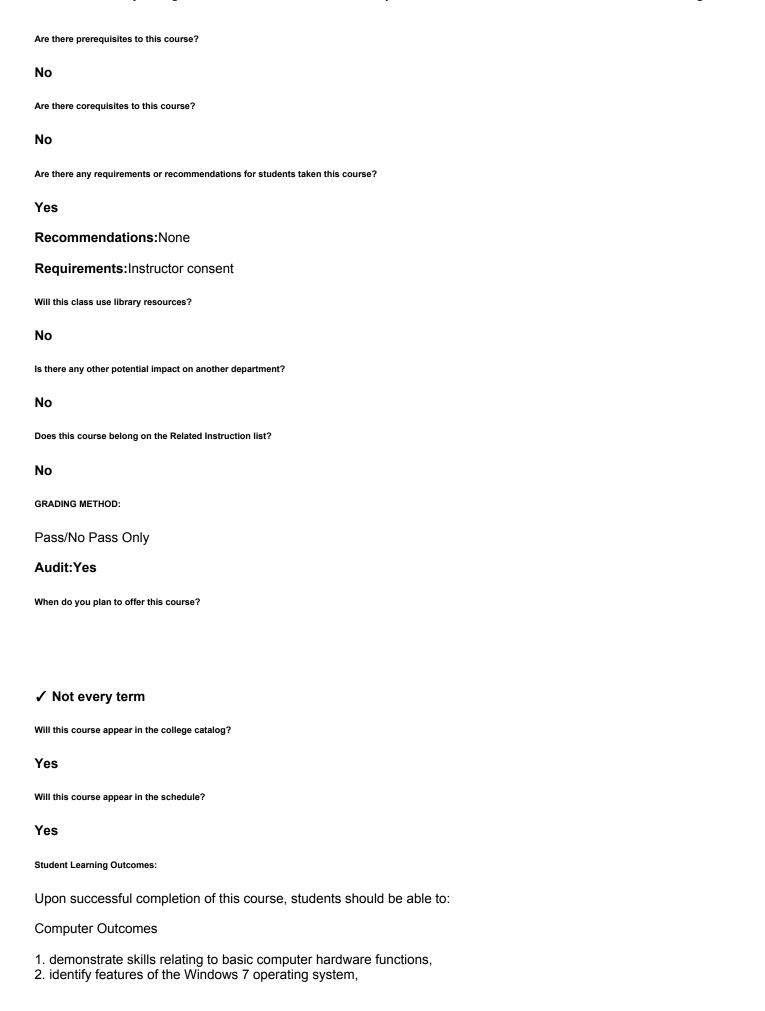
Type of Course: Developmental Education

Reason for the new course:

Title II Program Review recommended that technology fluency instruction be offered as a stand alone course in ESL.

Can this course be repeated for credit in a degree?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:None

Requirements:Instructor consent

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

Audit:Yes

When do you plan to offer this course?

✓ Not every term

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

Computer Outcomes

1. demonstrate skills relating to basic computer hardware functions,
2. identify features of the Windows 7 operating system,

4. locate and run programs,
5. manipulate program functions using menus and/or ribbons,
6. modify files and text,
7. use basic text formatting features and graphics
8. create, revise, and print a simple document with a word processing program,
9. access information on the internet using use a web browser,
10. practice constructing, sending, and responding to e-mail messages,

Language Outcomes
11. describe and discuss computer parts, programs, and functions using appropriate vocabulary,
12. use English in reading and speaking to gather information to create written documents,
13. cooperate to produce collaborative computer projects, and
13. demonstrate ability to communicate spoken and written URLS and e-mail addresses.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Computer Basics.
2. Using Windows, the Start Menu, and Windows Programs.
3. Using Productivity Software (e.g., Word, PowerPoint).
4. Creating, Saving, and Modifying Documents.
5. Using formatting tools
6. Using a Web Browser and the Internet.
7. Using MyClackamas, student e-mail accounts, and Moodle.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course:0%

First term to be offered:

Next available term after approval
: