

## VESL Business/Computer Literacy & Applications - FALL 2018 Syllabus

**Section #1158-202:** Monday-Thursday, 10:30 – 13:00

**Section #1158-307:** Monday & Wednesday, 13:15-15:45

Instructor: **June Nguyen, Ed.D.**

Phone Number: **(714) 663-6291**

Classroom: **G-2**

### COURSE DESCRIPTION:

VESL/Business/Computer Applications classes are particularly designed for ESL learners, who want to develop their English communication skills through learning computer application programs including web browser (Internet, Email), MS Word (word processing), MS Excel (spreadsheet) and MS PowerPoint (presentation). Computer vocabulary and typing skills are inclusive learning subjects.

### STUDENT LEARNING OUTCOMES (Objectives):

Upon completion of the course, the student will be able to

- Learn/refresh **typing** skills
- Define different parts of a computer system
- Manage and locate files downloaded from Internet or saved onto student's USB
- Use **emails** for personal and educational purposes
- Use **MS Word 2016** to create simple documents (Monday & Wednesday mornings)
- Use **MS Excel 2016** to create simple financial worksheets (Monday & Wednesday afternoons)
- Use **MS PowerPoint 2016** to create and edit simple presentations (Tuesday & Thursday mornings)
- Develop vocational **English skills** using Burlington English program & EL Civics units.
- Develop employability skills (through Santa Ana College – School of Continuing Education)

### COURSE TEXT/MATERIALS:

- Textbooks – Available for in-class use. Student can use his/her own textbooks for references.
- A Flash Drive (USB) & a Report Folder

### ASSIGNMENTS & TESTS:

- Most assignments from textbook are done in class with teacher's demonstration.
- Online quizzes are provided at the end of each lesson.

### GRADING STANDARDS:

- No letter grades are given.
- Certificates of completion are granted to students, who complete all assigned exercises and pass tests/quizzes with score of 75% or above.

### ATTENDANCE REQUIREMENT:

Attendance is necessary for learning and advancement. Students missing 8 or more class meetings for every 9-week session will be dropped. Please refer to the Student Handbook.

### COMPUTER CLASSROOM RULES:

- No food or drinks near the computer.
- Turn off (put on vibrate mode) cellular phones during class time
- Playing games is prohibited in the classroom