Spring 2013: Class Information for ESLF 3020 ESL Skills Computer Lab and ESLB 3821 Introduction to Computers for ESL

TEACHERS: 8:15 & 10:15 Janet Fowler | 12:15 Shehla Khan

In our ESL Computer Labs at John Adams, we teach more than one course (class) at the same time. Students up to Level 4 are usually enrolled in ESLF 3020-ESL Skills Computer Lab. Students in Level 5 and higher students are enrolled in ESLB 3821-Introduction to Computers for ESL.

Not all students are ready to learn the same thing at the same time. Your teacher will help you decide what you should learn first.

What can you study in this class?

<table>
<thead>
<tr>
<th>ESL Skills Computer Lab</th>
<th>Introduction to Computer for ESL</th>
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</thead>
<tbody>
<tr>
<td>Keyboarding</td>
<td>Short Keyboarding</td>
</tr>
<tr>
<td>ESL Software:</td>
<td>Microsoft Word (1, 2, 3)</td>
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<td></td>
<td>Microsoft Excel (1, 2, 3, 4)</td>
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<td></td>
<td>Internet (1, 2, 3)</td>
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<tr>
<td>Side by Side (1A,1B,2A,2B)</td>
<td>ESL Software:</td>
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<tr>
<td>Grammar Sense 1</td>
<td>Grammar Sense (2, 3)</td>
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<tr>
<td>Longman Picture Dictionary</td>
<td>Internet Websites for ESL</td>
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Assessment: unit quizzes, completion and submission of assignments and worksheets, monitoring by instructor

What will you learn?
You will learn how to use the computer even if you never used one before. You will learn to feel confident that you can learn completely new things. You will learn how to read and follow instructions very carefully. You will learn how to ask questions about the computer and your lessons.

What is your job in this class?
Rules: *Follow the rules of the lab. Do not bring food or drinks into the lab.
*Do not touch the computer screens; your fingers mark the screen.
*Do not fight about a computer. The computer is not yours. You may not be able to sit at the same computer every time.
*Don’t talk a lot or talk loudly.
*Ask the teacher for help when you need it. The teacher is not too busy to help you. The teacher wants you to ask for help.
*When you need to talk, speak English.

Health: You need to have clean hands. Don’t cough on the computers; use a tissue and don’t leave it next to the computer. If you have a runny nose, clean the keyboard and mouse before you leave. You can clean your keyboard and mouse before you start using the computer also.
Student Learning Outcomes:

| ESL Skills Computer Lab | ESLF 3020 | A. Develop skills and strategies for improving English language skills based upon assessed needs.  
| | | B. Identify individual language goals for independent study.  
| | | C. Use appropriate computer technology to access commercial software, teacher-authored software, information from the internet, and/or CD-ROM disks.  

| ESL Introduction to Computers | ESLB 3821 | A. Demonstrate the ability to communicate about computer components using basic computer terminology.  
| | | B. Interpret word processing instructions to produce a simple document.  
| | | C. Demonstrate the ability to search for ESL level appropriate information using the Internet.  
| | | D. Produce appropriately written notes and memos using e-mail.  
| | | E. Relate information gained from a simple chart created by a spreadsheet program.  
| | | F. Produce a short oral presentation using presentation software.  
| | | G. Use computer-assisted language learning software to practice language skills.  