

Computers and English

Teacher: Venette Cook
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Webpage <http://fog.ccsf.cc.ca.us/~vcook/cvesl07.html>
Dates: August 17-Dec.17 **Time:** 10:15-11:55
Holidays: Sept. 7, Oct. 12, Nov 13, 26, 27
Materials: 1-2 GB USB Flash Drive, Binder, paper and pens.

Class Goals:

1. **Speak more, read more, listen and understand better in English.**
2. Relax, smile and learn together.
3. Learn grammar and vocabulary that help you use a computer.
4. Talk about computer problems.
5. Learn some **word processing (MS Word).**
6. Learn some **spreadsheet skills (MS Excel).**
7. Learn some **PowerPoint skills.**
8. Learn and improve your email and Internet skills.
9. Learn about photos and clip art.
10. Record and pronounce with a computer.

This class will be excellent!



Class Activities:

1. Lessons by yourself, with a partner and a group on the computer.
2. Homework lessons for vocabulary and grammar.
3. Weekly dictations with class podcasts to help you with listening skills.

Class Rules

1. Respect each other. Help each other. Be polite.
2. Take care of our room. Be neat!
3. **You cannot have any food or water in our classroom.** Take a break to eat or drink outside.
4. Cell phones off or on vibrate.
5. English websites only during class. No adult web sites in class.

