201 English for Keyboarding (Basic Course) 120-hour cycles

Prerequisite(s):

English Level 5 or by individual placement through advisement

Textbooks:

None - *Mavis Beacon Teaches Typing* or comparable interactive computer-assisted instructional software package.

Course Description:

In this "English through Keyboarding" course students develop English language skills related to keyboarding and information processing. Students acquire language related to keyboarding while exploring keyboarding and information processing.
This course is not intended to provide instruction which will result in the student's acquisition of occupational skills. Placement assistance by the school is not available for this course.

Course Goals:

This course will reinforce students':

- ability to comprehend and use basic English related to keyboarding

Objectives:

- read, comprehend, and edit English language errors in letters and documents
- transfer and type letters, reports, tables, memos and business documents from handwritten text using correct English grammar, spelling and punctuation.

Student Learning Outcomes

General SLOs:

- to read and understand English letter combinations and words, word combinations, sentences, and passages
- to recognize and correct spelling, punctuation, and other English language errors
- to recognize directions in English when practicing keyboarding exercises
- to identify and correct English language errors in producing documents
- to produce letters, reports, memos, tables, and other personal-business and business documents from hand-written and from printed text in English with 80% accuracy.

Speaking:

B2 SLOs:

- Can outline an issue or a problem clearly, speculating about causes or consequences, and weighing advantages and disadvantages of different approaches.
- Can give clear, detailed descriptions and presentations on a wide range of subjects related to his/her field of interest, expanding and supporting ideas with subsidiary points and relevant examples.
- Can use different levels of formality or multiple sociolinguistic purposes without signs of restricting what speaker wants to communicate.

Writing:

B2 SLOs:

- Can write an essay or report that develops an argument systematically with appropriate highlighting of significant points and relevant supporting detail.
- Can evaluate different ideas or solutions to a problem.
- Can write an essay or report which develops an argument, giving reasons in support of or against a particular point of view and explaining the advantages and disadvantages of various options.
- Can synthesize information and arguments from a number of sources.

*Instructional Methods.

•This course is designed to be repeated in multiple, continuous, simultaneous course-hour cycles toward proficiency progression of course stated outcomes & student personal proficiency goals as determined in consultation with Student Services Associates.

*Information Regarding the Maximum Number of Times a Class Can Be Repeated: Students who enroll in the ESL-Plus Course of Study move their individual levels or courses at their own rate. As long as a student is in good academic standing (as defined in our student policies), a student may be in a given level for a variable amount of time.

TUITION: $480 Certificate: Keyboarding (Basic Course)