200 English for Keyboarding for Information Processing (48-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 basic keyboarding and information processing. Students also utilize language skills to complete basic computer application tasks.

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:

- Learn keyboarding vocabulary
- Identify keyboarding spelling and punctuation errors

Objectives:
Students will be able to:

- demonstrate understanding English keyboarding terms;
- identify and modify English spelling, punctuation, and other language errors in a document

- type a short, timed document using grammatically correct English

Student Learning Outcomes
General SLOs:

- To identify and utilize keyboarding terms with 80% accuracy.
- 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; and
- to compose short, timed writings with 80% accuracy.

SPEAKING
B1 SLOs:

- Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest, presenting it as a linear sequence of points. (CEFR B1)

- Can explain or define or differentiate keyboarding features and capabilities related to the software's general functions, or related to some specific task or problem.
- Can explain why something (related to Keyboarding) is a problem, discuss what to do next, compare and contrast alternatives.
- Can explain procedures used or tasks accomplished in Keyboarding.
- Can make opinions and reactions understood as regards possible solutions or the question of what to do next, giving brief reasons and explanations.

WRITING
B1 SLOs:

- Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision.
- Can write notes asking for or conveying simple information of immediate relevance, getting across the point he/she feels to be important
- Can write short, simple essays on Macintosh or other topics of interest.
- Can summarize, report and give his/her opinion about accumulated factual information on familiar routine and non-routine matters within his field with some confidence.

*Instructional Methods:

- This course is designed to be repeated in multiple, continuous, simultaneous 80 course-hour cycles toward proficiency progression of course state outcomes and student personal proficiency goals as determined in consultation with the Student Services Associate.
- A content-based approach is employed to provide a more natural way to motivate English language learning which accelerates language acquisition when students see a real-world purpose in learning something they are interested in rather than language in isolation. Classes include hands-on practice and drills. Students will complete periodic summary exercises that require application of all skills learned to date which are premised on English language learning while having Macintosh content. Each student will create a portfolio of finished output.
- An integrated cumulative skills development methodology increase language retention and fluency by stimulating student to make meaning from a new language through active learning activities. Recorded listening passages build on vocabulary and ideas from background materials and exercises. Students work individually, in pairs, and in small groups on guided, linked activities built around each unit's theme. Instruction will be supplemented with ESL audio and video material keyed to textbook units.

*Information Regarding the Maximum Number of Times a Class Can Be Repeated
Student 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: $192 Certificate: Keyboarding for Information Processing