

Course Outline
ESOL 086
Technical English as a Second Language for Computer Applications
3 Billable Hours
3 Lecture Hours
0 Lab Hours

The Community College of Baltimore County

Description

Special Topics: English as a Second Language

Provides instruction in microcomputer business applications; offers instruction in technical terminology for microcomputer software as well as communication skills for the office environment.

Prerequisite: eligibility for ESOL 047 or above. Corequisite: enrollment in CINS 101

Overall Course Objectives:

Upon completion of this course student will be able to:

1. Communicate and understand the basic concepts surrounding microcomputers and their applications.
2. Identify in English major hardware and software components.
3. Read technical texts about microcomputer software and hardware.
4. Understand and give directions on how to use the microcomputer software and hardware.
5. Understand lectures in English on word processing, spreadsheets, and databases.
6. Give oral and written instructions in English on word processing, spreadsheets, and databases.
7. Write business letters and resumes in English.
8. Gain a basic understanding of communication in the microcomputer business world.
9. Gain a basic understanding of and practice using electronic mail and the Internet.
10. Give an oral presentation/demonstration to the class on an aspect of computer applications.

Major Topics

1. Vocabulary related to technical English computer applications
2. Technical English for computer application readings
3. Listening comprehension for technical English for computer applications
4. Written business communications
5. Oral business communications
6. Electronic communications
7. Software corresponding to CNIS 101

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty members but will include the following:

1. Students must receive an overall average of 70% in order to receive a grade of “S” for the course.
2. Students will take a minimum of a midterm and final exam.
3. Students must complete all required written and oral assignments.
4. Students will complete other work as required by the instructor such as quizzes, exercises, computer assignments, classwork, and homework.
5. Students are expected to attend all class sessions

Other Course Information

This course is an ESOL elective.