



Santiago Canyon College  
**Course Outline of Record Report**  
 01/13/2026

## ESL606 : Computer Skills for ESL

### General Information

Author:	• Rita Van Dyke-Kao
Course Code (CB01) :	ESL606
Course Title (CB02) :	Computer Skills for ESL
Program:	ESL Integrated*
Proposal Start:	Spring 2026-CONT.ED.
TOP Code (CB03) :	(4930.84) English as a Second Language–Writing
CIP Code:	(32.0109) Second Language Learning.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	Yes
Is Distance Education Course:	Yes
Course Control Number (CB00) :	CCC000641234
Curriculum Committee Approval Date:	10/20/2025
Board of Trustees Approval Date:	12/08/2025
External Review Approval Date:	12/29/2025
Course Description:	Students will learn basic computer skills to assist their English language learning. Emphasizes vocabulary and terminology related to computers, basic typing and word processing, website navigation, Internet safety, and email. Students will also use various English language software programs to practice their English. The class is open to ESL students of all levels. Open Entry/Open Exit.
Submission Rationale:	Former Title, Computer Skills for ESL Students (Fall 2025) Improvement to Program of Study Change to Content  Revise course title and course outline. Former Title, Computer Skills for ESL Students (Fall 2025)
Author:	No value

### Course Development Options

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Criteria
Course is a basic skills course.	Course is not a special class.	<ul style="list-style-type: none"> <li>• Pass/No Pass</li> <li>• Satisfactory Progress</li> <li>• Other: (P) PASS: The student has demonstrated proficiency in the learning outcomes of the course as evidenced by an average score of 70% or higher using various methods of evaluation/multiple measures. (SP) SATISFACTORY PROGRESS: The student has demonstrated proficiency in some of the learning outcomes of the</li> </ul>

course as evidenced by an average score of 50-69% using various methods of evaluation/multiple measures. (NP) NO PASS: The student has not demonstrated proficiency in the learning outcomes of the course as evidenced by an average score of 0-49% using various methods of evaluation/multiple measures.

Allow Students to Gain Credit by Exam/Challenge

**Allowed Number of Retakes**

99

**Course Prior To College Level (CB21)**

Six levels below transfer.

**Rationale For Credit By Exam/Challenge**

No value

**Retake Policy Description**

CE - Continuing Education

Allow Students To Audit Course

**Course Support Course Status (CB26)**

Course is not a support course

**Course Capacity**

999

**Associated Programs**

Course is Part of a Credential (CB24)

**Associated Program**

**Award Type**

**Active**

AI and Computer Literacy for ESL, COM

Certificate of Competency

Spring 2026-CONT.ED.

ESL Literacy, COM

Certificate of Competency

Spring 2026-CONT.ED.

**Transferability & Gen. Ed. Options**

**Course General Education Status (CB25)**

Not Applicable

**Transferability (CB05)**

Not transferable

**Transferability Status**

Not transferable

**Units and Hours**

**Summary**

**Minimum Units (CB07)** 0

**Maximum Units (CB06)** 0

**Total Course In-Class (Contact Hours)** 72 - 144

**Total Course Out-of-Class Hours** 0 - 0

**Total Student Learning Hours** 72 - 144

**Credit / Non-Credit Options**

**Course Credit Status (CB04)**

Non-Credit

**Course Non Credit Category (CB22)**

English as a Second Language (ESL).

**Course Classification Code (CB11)**

Other Non-Credit Enhanced Funding.

**Funding Agency Category (CB23)**

Not Applicable.

Work Experience Education Status (CB10)

Variable Credit Course

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	4 - 8	0
Laboratory Hours	0	0
Activity Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	72 - 144
Laboratory	0
Activity	0
<b>Total</b>	72 - 144

**Course Out-of-Class Hours**

Lecture	0
Laboratory	0
Activity	0
<b>Total</b>	0

**Minimum & Maximum Hour Range**

Course In-Class (Contact) Hours: 72-144 hours

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

No Value

**Entrance Skills**

Entrance Skills	Description
No value	No value

**Limitations on Enrollment**

Limitations on Enrollment	Description
No value	No value

**Specifications****Methods of Instruction**

Methods of Instruction	Individualized Instruction
Rationale (Optional)	No value

Methods of Instruction	Instructor-Prepared Materials
Rationale (Optional)	No value

Methods of Instruction	Lab
Rationale (Optional)	No value

Methods of Instruction	Lecture
Rationale (Optional)	No value

Methods of Instruction	Observation and Demonstration
Rationale (Optional)	No value

Methods of Instruction	Distance Education
Rationale (Optional)	No value

<b>Methods of Instruction</b>	Activity
<b>Rationale (Optional)</b>	No value

**Outside-of-Class Assignments Only**

*To accelerate the learning of the required course competencies, students are encouraged to dedicate time outside of class to:*

- speak English with family, friends, neighbors, co-workers, and classmates, and to practice voice recordings and public speaking.
- listen to information in English in TV shows, movies, news, videos, podcasts, and other media.
- read labels, statements, articles, newspapers, stories, books, and other materials.
- write lists, emails, messages, notes, journals, and letters in personal, vocational and/or academic settings.
- review course materials (e.g., grammar, pronunciation, spelling, vocabulary) to prepare for quizzes, tests, presentations, and projects.

<b>Methods of Evaluation</b>	<b>Rationale (Optional)</b>
Computer Assignments	No value
Exams/Tests	No value
Oral Presentation	No value
Quizzes	No value
Class Participation	No value
Class Work	No value
Competency-based written and practical tests which demonstrate the students' ability to apply skills and concepts learned to minimum standards established by the instructor	No value
Standardized instrument objectively measuring student knowledge	No value

**Textbook Rationale**

No Value

**Textbooks**

<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Date</b>	<b>ISBN</b>
No Value	No Value	No Value	No Value	No Value

**Other Instructional Materials**

<b>Description</b>	English language acquisition software.
<b>Author</b>	
<b>Citation</b>	No value

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<b>Description</b>	Open Educational Resources (OER).
<b>Author</b>	

<b>Citation</b>	No value
<b>Description</b>	Instructor-developed materials.
<b>Author</b>	No value
<b>Citation</b>	No value
<b>Materials Fee</b>	No value

<b>Learning Outcomes</b>	
<b>Course Objectives</b>	
Define basic computer terminology and describe components of a computer.	
Write a simple email and upload attachments.	
Type, save, retrieve, and format basic documents using word processing software (e.g., Microsoft Word).	
Use a search engine to conduct basic Internet research and find credible sources.	
Identify elements of Internet safety and privacy.	
Use English language acquisition software programs to practice English language skills.	
<b>CSLOs</b>	
<b>Compose a simple email in English using appropriate email etiquette and formatting.</b>	Expected SLO Performance: 70.0
<i>ESL Integrated*</i> ESL for CNA and Caregiving, COM	Demonstrate effective communication strategies and skills in a vocational context, with a focus on health-related topics.
<i>ESL Integrated*</i> AI and Computer Literacy for ESL, COM	Demonstrate effective use of digital tools to support English language development.
<b>Identify key technology vocabulary and demonstrate the ability to use the keyboard at a basic level.</b>	Expected SLO Performance: 70.0
<i>ESL Integrated*</i> ESL for CNA and Caregiving, COM	Demonstrate effective communication strategies and skills in a vocational context, with a focus on health-related topics.

ESL Integrated\*

AI and Computer Literacy for ESL, COM

Demonstrate effective use of digital tools to support English language development.

## Outline

### Course Outline

*The ESL Program recognizes that our students' race, ethnicity, linguistic background, national origin, and socio-economic status can provide a rich source of background knowledge and foundational strengths from which to tap into as they build mastery of their English language skills.*

#### Computer Basics (12-24 hours)

- Vocabulary and functions:
  - Hardware
  - Software
  - Turn on, restart, shut down
  - Click vs. double-click
  - Scrolling
  - Maximize and minimize; zoom in and zoom out
- Operating systems
- File storage

#### Internet Basics (15-30 hours)

- Vocabulary and functions:
  - Refresh, Back, and Favorite buttons
  - Address bar
  - Downloads
  - Hyperlinks
  - Domain names
  - Tabs and pop-up windows
- Search engines
- Credible sources vs. misinformation

#### Internet Safety & Privacy (15-30 hours)

- Strong passwords
- Digital footprint
- Public WiFi
- Secure websites
- Social media presence and security settings
- Malware (e.g., phishing)
- Scams

#### Email Basics (10-20 hours)

- Vocabulary and functions:
  - Log in and log out
  - Reply, Reply All, Forward
  - Carbon copy and blind carbon copy
  - Save to Draft
  - Parts of an email (e.g., subject, salutation, closing, sign off/signature)
  - Delete
  - Unsubscribe
- Email service providers
- Formatting (e.g., block paragraph format)
- Email etiquette
- Attachments
- Contacts

#### English Language Acquisition Software (10-20)

- Software program navigation
- English language practice using technology or software programs (e.g., Burlington English)

#### Basic Word Processing Skills (10-20 hours)

- Basic word processing (e.g., MS Word, Google Docs)

- Ribbon
- Orientation
- Save, Save As, Undo
- Cut, Copy, Paste
- Keyboarding/typing
- Formatting (e.g., margins, fonts, bold, etc.)
- Editing (e.g., spell check)
- Print

Total hours: 72-144 hours

## Distance Education Addendum

1. Select the distance education modality. A Distance Education Addendum (DEA) that is 100% online includes hybrid modality. For EDEA - In consultation with the department, the instructor of record determines emergency status, which can apply to any teaching environment that the instructor deems potentially unsafe. This section was revised in 2022, to view prior DEAs then select "Show History" in the Curriculum Library.

- 100% Online
- Hybrid

2. Title 5 (55204) states that "Any portion of a course conducted through distance education includes regular and substantive interaction between instructor(s) and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voicemail, email, or other activities." Describe the methods of instruction applied in this course and include any strategies that will ensure regular and substantive interaction between students and the instructor(s) in the online modality.

This distance education course will include regular and substantive interaction. Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. This distance education course is considered a "virtual equivalent" of a face-to-face course. Therefore, the frequency of the contact will be at least the same as would be established in a regular, face-to-face course. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week, and should occur as often as is appropriate for the course.

In this online class, students will be assigned various learning activities. The course materials will be delivered through an online Learning Management System (LMS), such as Canvas. Instructors will also deliver online content in multiple formats, including a combination of discussion boards, blogs, wikis, instructor-developed web lectures, converted PowerPoint presentations, digital video clips, graphics, digital animations, online reference resources, chats, e-mail, webinars, publisher-prepared online materials including CD/DVD support materials and textbook supplements, instructor blog/website, online libraries, and OER resources.

Instructors will maintain regular and substantive interaction related to the course through an LMS; hold group and individual meetings; coordinate orientations, review sessions, supplemental seminars, or study lessons; and clearly establish contact policies via text, e-mail, or other media options (e.g., video conferencing). Instructors may use announcements, discussion boards, wikis, blogs, or similar technology available at the time the course is offered. Instructors trained in the teaching of English as a Second Language will design this interaction to be relevant to recent or upcoming content, to current events, or to information that students can use to relate the course content to other experiences. Using a wide variety of strategies will allow for student differences in contacting the instructor and/or other students. Instructors will ensure the lines of communication remain open between the instructor and the students.

Instructors will give regular, timely, and individual feedback on student work and participation in the class. This feedback will be given by using the feedback tools in the course Learning Management System, informally in discussions, and in weekly announcements. Instructors may also provide feedback to students during 30-minute virtual meetings with each individual student. Students may also have the opportunity to ask questions and have those questions addressed through class discussion boards and during synchronous class meetings. For asynchronous questions, a response time of 24-48 hours, Monday through Friday, is desirable but may vary based on course requirements and extenuating circumstances (such as holidays and weekends).

**3. Describe the ways regular and substantive student-to-student contact will be monitored and promoted.**

This course will include online student group discussion boards in order to foster interaction in the target language. Instructors will use discussion boards to facilitate class discussion, along with the possibility of using peer reviews, blogs, wikis, journals, study groups, etc., allowing student-to-student posts, which will provide further opportunities for students to interact in a virtual environment. This online class may also include synchronous meetings, where students will engage in synchronous interaction, role plays, and discussions. The instructor will also be a principal member of this community and monitor the student-to-student interaction from within these discussions.

**4. Describe ways student learning will be evaluated and provide examples.**

Student learning will be evaluated by a combination of formative and summative assessments (e.g., homework assignments, quizzes, tests, online activities, projects, and evaluations consistent with the Course Outline of Record). Opportunities for student self-assessment will be provided at the end of each learning module, as formative assessments. Examinations and assignments will be given and submitted online. Students are expected to conduct two hours of outside study time for every one lecture hour as stated in the Course Outline of Record.

**5. List any special texts, equipment, or supplies needed for this course or sections of this course being offered through distance education.**

Access to an up-to-date computer with Office Applications (MS Word, PowerPoint, Excel, OR Pages, Keynote, Numbers, OR Open Office equivalents), webcam, speakers and microphone, and reliable high-speed internet connection that is capable of supporting streaming video. Internet speed of 4Mbps download and 512kbps upload or faster is recommended. Students should have access to at least two Internet browsers (e.g., Mozilla Firefox, Safari, Google Chrome). Instructors might require the use of a particular browser. Students should have a "back-up" computer/plan in the event that their main computer experiences technological difficulties. Students may be required to use a webcam for quizzes, tests, and exams.

**6. Describe the college resources required for this course, e.g., facilities, technology, student support services, etc.**

Technology: Computers, tablets, the Internet, and an LMS (such as Canvas).

Student Support Services: Students are not required to use any college resources, but should have access, as needed, to available online library services, counseling, tutoring, DSPS, and computer lab/learning center.

**7. Section 55200 of title 5 states "In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d)." What technologies will be used for instruction, e.g., videos, images, etc.? Explain the ways that will ensure that these technologies will be accessible to students with disabilities.**

Online classes at Santiago Canyon College are designed to be welcoming, accessible, and usable by everyone, including students who are English language learners, have a variety of learning styles, have disabilities, or are new to online learning. The instructor of this online class will work with DSPS to ensure that all course materials are ADA accessible before being offered to the public, such as documents being correctly formatted, images having alternate text descriptions, audio is transcribed, video is closed captioned, and third-party materials, such as publisher materials, websites, or shared student materials, are evaluated for accessibility and inaccessible elements are appropriately accommodated when needed. Video conferencing meetings (e.g., Zoom) will have synchronous captioning upon request.