



Course Objectives, Student Learning Outcomes, and Promotion Requirements

Interpretation of Achievement Scale – Beginner Tech Skills Levels 1-4

The goal of Beginner Tech Skills is for students to learn basic technology skills that are essential for the ESL college student and enhance his or her performance in the classroom. This course is designed for lower level English learners who need more explanation of and practice and with classroom technology.

By the end of Beginner Tech Skills, students will be able to:

- Successfully navigate ELI's learning management system (LMS): Canvas, UCF Webcourses
- Understand key technology vocabulary
- Increase their typing speed and accuracy using a standard American keyboard
- Format an essay using Microsoft Word
- Create a visual presentation using Microsoft PowerPoint

Beginner Tech Skills Teaching Objectives:

1. Develop students' ability in basic technology skills:
 - 1.1. Navigating ELI's learning management system (LMS): Canvas, UCF Webcourses
 - 1.2. Access and use all of the supplemental online resources available to them for their core courses
2. Develop students' typing skills using the standard American keyboard
 - 2.1. Train students on proper hand placement and correct technique
 - 2.2. Increase accuracy
 - 2.3. Increase speed
3. Develop students' formatting for class assignments
 - 3.1. Format an essay using Microsoft Word
 - 3.2. Create a visual presentation using Microsoft PowerPoint

Course Evaluation

Quizzes	35%	~ 4
Class Activities	40%	~ 14
Final Projects and Assessments	25%	3
Total		= 100%

Beginner Tech Skills Student Learning Outcomes to Formally Assess:

Students will be able to:

- TS1.1 operate the CMS to access and turn in assignments, and view their assessment grades.
- TS1.2 demonstrate their understanding of key technology vocabulary.
- TS1.3 type more accurately and at a faster pace using the standard American keyboard.
- TS1.4 format an essay using Microsoft Word.
- TS1.5 create a visual presentation using Microsoft PowerPoint.

**Grading Scale**

SATISFACTORY	UNSATISFACTORY
S 71 - 100	U 0 -70
The student demonstrates level-appropriate English ability that is generally accurate and is characterized by competence in the SLOs listed above.	The student does not demonstrate level-appropriate English ability and is incompetent in the SLOs listed above.
Beginner Tech Skills Requirements Passing	
1. Students must pass the class with a cumulative grade of C- (71%) or better.	