

**Mt. San Antonio College**  
**School of Continuing Education - English as a Second Language**  
**Fall 2025**  
**August 30, 2025 – October 11, 2025**



**Course Title:** ESU Basic Computer Skills Levels 4-6  
**Course ID:** ESU Basic Comp Skills L4-6  
**CRN:** 24852

**Instructor Name:** Ioan Elvis Sersea, M.A., M.A.T. **Email:** [isersea@mtsac.edu](mailto:isersea@mtsac.edu)

**Voicemail:** (949) 864-6623

**Preferred Contact Method:** Email

**Location:** 77-1035 (8/25-10/12)

**Days and Times:** Saturday, 8:30 am – 12:35 pm

**Office Location:** 77-1035 (8/25-10/12)

**Office Hours:** Saturdays 8AM-8:30AM and 12:35PM to 1:05PM

**Materials:** Student Packet (printed) + Class website (where all class assignments and quizzes are): <https://vesl.us/computers1/> (for topic review) and <https://usadialogues.com/technology-dialogues/>

**Announcements/Syllabi Changes:** Via Weekly Lessons

**Instructor's Personal Website:** <https://aesl.us/maestrosersea/>

### **Course Description:**

Speaking, listening, reading, vocabulary, and study skills related to career education and academic purposes. Critical thinking, cultural awareness, and autonomous learning strategies.

### **Course Measurable Objectives:**

1. Actively engage in discussions and role-plays about academic and career-related topics.
2. Distinguish main ideas and relevant details from a variety of passages about academic and career-related topics.
3. Take notes from authentic materials such as lectures and interviews.
4. Perform skimming, predicting, and summarizing of academic and career-related texts.
5. Discuss key information on academic and career-related topics based on readings or video clips - SLO assessed.
6. Infer meaning of unfamiliar vocabulary in academic and career-related texts using contextual clues - SLO assessed.
7. Use appropriate idiomatic expressions relevant to college settings and the workplace.

**Recommended Course Materials:**

- All lessons, links to articles/resources, and activity embeds are on our class website
- Pen or a pencil.
- Paper or a notebook.

**Class Schedule**

Saturdays from 8:30am to 12:35pm.

**Daily Schedule (Subject to change):**

<b>Day (Date)</b>	<b>Agenda</b>
<b>Saturday, August 30</b>	<ul style="list-style-type: none"><li>• <b>Dialogues, Vocabulary, and Lecture: Computer Peripherals</b></li><li>• <b>Dialogues, Vocabulary, and Lecture: Computer Memory</b></li><li>• <b>Dialogues, Vocabulary, and Lecture: Digital Media</b></li><li>• <b>Typing Skills via Typing.com</b></li><li>• <b>AI Chatbot Learning (ESL Sentence Master)</b></li></ul>
<b>Saturday, Sept. 6</b>	<ul style="list-style-type: none"><li>• <b>Dialogues, Vocabulary, and Lecture: Sending and Receiving E-Mail</b></li><li>• <b>Dialogues, Vocabulary, and Lecture: Website Domains and Functions</b></li><li>• <b>Typing Skills Via Typing.com</b></li><li>• <b>AI Chatbot Learning (English Conversation Practice Assistant)</b></li></ul>
<b>Saturday, Sept. 13</b>	<ul style="list-style-type: none"><li>• <b>Dialogues, Vocabulary, and Lecture: The Benefits and Dangers of Internet Social Media</b></li><li>• <b>Dialogues, Vocabulary, and Lecture: Searching for Information Online</b></li><li>• <b>Typing Skills Via Typing.com</b></li><li>• <b>AI Chatbot Learning (Effective Workplace Communication Skills)</b></li></ul>
<b>Saturday, Sept. 20</b>	<ul style="list-style-type: none"><li>• <b>Dialogues, Vocabulary, and Lecture: Identifying Accurate Information on the Internet</b></li><li>• <b>Dialogues, Vocabulary, and Lecture: Digital Video for ESL Students</b></li><li>• <b>Typing Skills Via Typing.com</b></li><li>• <b>AI Chatbot Learning (ESL Paragraph Master)</b></li></ul>
<b>Saturday, Sept. 27</b>	<ul style="list-style-type: none"><li>• <b>Dialogues, Vocabulary, and Lecture: Digital Learning Resources for ESL Students</b></li></ul>

Day (Date)	Agenda
	<ul style="list-style-type: none"> <li>• Dialogues, Vocabulary, and Lecture: Internet Radio and Podcasting</li> <li>• Typing Skills via Typing.com</li> <li>• AI Chatbot Learning (ESL Essay Master)</li> </ul>
Saturday, October 4	<ul style="list-style-type: none"> <li>• Dialogues, Vocabulary, and Lecture: AI Platforms for Learning and Being Creative: Claude.ai and Songer.co</li> <li>• Dialogues, Vocabulary, and Lecture: Making the Most of Canvas and Zoom</li> <li>• Typing Skills Via Typing.com</li> <li>• AI Chatbot Learning (USA Citizenship Preparation)</li> </ul>
Saturday, October 11	<ul style="list-style-type: none"> <li>• Dialogues, Vocabulary, and Lecture: Internet Safety</li> <li>• Dialogues, Vocabulary, and Lecture: Learning English with Educational Apps via Claude.ai and Anton.com</li> <li>• Typing Skills Via Typing.com</li> <li>• AI Chatbot Learning (Talkio.ai)</li> </ul>

#### **Instructor Expectations:**

- If I make changes to the schedule listed above, I will notify you as soon as possible.
- I will communicate with the class using Email and class website announcements.
- I typically respond to messages in my Email and Voicemail within 24 hours.
- I am available every day via email or Voicemail.

#### **Student Expectations:**

- Attend every class. (Students may be dropped after 1 absence with no communication)
- Participate during class.
- Ask questions.
- Be respectful and considerate to your classmates, teacher and staff.
- Don't use bad language.
- Follow instructions.
- Practice your English.

#### **Late Work and Make-Up Assignments/Exam Policies**

- Students may complete work missed during class via our website within 1 week
- Students who are absent may complete work missed via our website as well as take lesson quizzes via our class website within 1 week of returning back to class

## Grading Policy and Methods

### Assignments and Participation

Your final course grade will be based on the following:

60 % Attendance – Coming to class and staying the entire time.

40 % Assignments – Completion of tasks in class.

### Individual Progress

Student demonstrates improvement in knowledge and/or skills related to course measurable objectives.

### Possible Grades

<b>Pass (P) = 70% Overall Performance</b>	<b>Satisfactory Progress (SP)</b>	<b>No Pass (NP)</b>
You will pass this course with an overall course grade of 70% or higher.	You will receive an SP with an overall course grade of 69% to 50% and will need to repeat the course.	You will receive an NP with an overall course grade of 49% or below and will need to repeat the course.

### Drop Policy

Students may be dropped after one absence with no communication.

#### 1) ESL Resources

##### [ESL Program Website](#)

ESL Registration Desk

Bldg. 66, First Floor

Phone: 909-274-5235

Email: [eslreg@mtsac.edu](mailto:eslreg@mtsac.edu)

##### [Vocational English as a Second Language \(VESL\)](#)

Phone: 909-274-5236 (leave a message)

Email: [veslprogram@mtsac.edu](mailto:veslprogram@mtsac.edu)

##### [ESL Counseling Team](#)

Bldg. 66, Room 126

Phone: 909-274-5715 (leave a message)

Email: [ESLcounseling@mtsac.edu](mailto:ESLcounseling@mtsac.edu)

##### [Language Learning Center \(LLC\)](#)

Bldg. 77, Room 1005

Phone: 909-274-4580

Email: [langlab@mtsac.edu](mailto:langlab@mtsac.edu)

Click or tap here to enter text.

## **2) Parking Information**

- Students are responsible for buying a regular student parking permit and following Parking rules.
- ESL Registration is not responsible for any Parking citations.
- Note: Information is subject to change.
- For further information, refer to [Parking](#).

## **3) Academic Integrity**

It is expected that all work submitted for grading is original, not copied from others, and that the work is done by the student receiving the grade. I want you to be successful in my class. Plagiarism and cheating can be confusing for students and have serious consequences. I want to encourage you to access the [Mt. SAC Community College Code of Conduct Rule](#). Do not hesitate to contact me if you have any questions prior to submitting any assignments.

- Other classroom rules and/or behavior policies, if applicable, such as acceptable electronic devices in class, labs, or during exams.
- A cheating policy and plagiarism policy may also be included.

## **4) ACCESS Statement**

Mt. SAC strives to make our online courses accessible to everyone. We specifically consider design features that make our courses accessible to individuals with disabilities, including those using assistive technology for computer access. If you find a feature/course inaccessible to you, please contact the instructor, or [Mt. SAC ACCESS Centers](#) at (909) 594-5611, ext. 4290.

## **5) Sexual Harassment Policy**

Sexual assault, domestic violence, dating violence and stalking are crimes that are not tolerated on this campus. Mt. San Antonio College has adopted Board Policies and procedures designed to prevent sexual crimes, stating sanctions for offenders, and supporting access to treatment and information for victims (Board Policies 3430, 3540, 5500). More information about the policy and Clery Act Reporting can be found at [Campus Safety](#).

## **6) Emergency Procedures**

Mt. SAC's Emergency Procedures including general safety, fire, earthquake, and active shooter guidelines can be found at [Emergency Procedures](#).

## **7) Mt. SAC Mission**

The mission of Mt. San Antonio College is to support and empower all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students

become contributing members of a diverse, sustainable, global society. The College pledges to serve students so that they may achieve their full educational potential for lifelong learning, for attaining associates degrees and certificates, for employment, and for the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, developing critical thinking, and enriching aesthetic and cultural experiences.

### **8) School of Continuing Education Vision**

The School of Continuing Education will empower all students to transform their lives through accessible and innovative educational opportunities.

### **9) Institutional Level Outcomes (ILOs)**

Institutional Level Outcomes (ILOs) are statements about the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the College, including courses, programs, departments, and services.

<b>ILO #1 Communication</b> Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.
Communication crosses all disciplines and may include a variety of activities, such as: <ul style="list-style-type: none"> <li>• Comprehending, analyzing, and responding appropriately to oral, written, and visual information.</li> <li>• Reading and understanding the content and purpose of written material.</li> <li>• Speaking or signing to increase knowledge, foster understanding, or promote change.</li> <li>• Developing and expressing ideas in writing with clarity and fluency.</li> </ul>
<b>ILO #2 Critical Thinking</b> Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
Critical thinking crosses all disciplines and may include a variety of activities, such as: <ul style="list-style-type: none"> <li>• Analyzing content, meaning, and purpose from a variety of texts or materials.</li> <li>• Developing informed conclusions based upon the collection, examination, and synthesis of evidence.</li> <li>• Computing and analyzing multiple representations of quantitative information and/or data, including graphical, formulaic, numerical, verbal, and visual.</li> <li>• Designing, implementing, and evaluating strategies to answer questions or achieve goals.</li> </ul>

**ILO #3 Information and Technology Literacy**

Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.

Information and Technology literacy crosses all disciplines and may include a variety of activities, such as:

- Locating, evaluating and choosing credible textual and other sources for information.
- Interpreting the social, legal, and ethical uses of information.
- Researching data and drawing conclusions based on an analysis of that data.
- Using technologies to communicate, solve problems, and complete tasks.

**ILO #4 Personal, Social, Civic, and Environmental Responsibility**

Students demonstrate awareness and respect for personal, social, civic, and environmental responsibilities.

Personal, social, civic, and environmental responsibility crosses all disciplines and may include a variety of activities, such as:

- Setting, evaluating, and monitoring academic, career, financial, and personal goals.
- Interpreting and managing physical and mental health needs.
- Developing self-awareness in the areas of personal development, learning styles, and decision-making strategies.
- Recognizing and respecting the beliefs, opinions, and values of other individuals and cultures.
- Being informed about and participating in local, state, national, and global communities.
- Evaluating environmental conservation and sustainability.