

Course Outline of Record

1. Course Code: ESLN-360A
2.
 - a. Long Course Title: Vocational ESL for the Workplace I
 - b. Short Course Title: VESL Workplace I
3.
 - a. Catalog Course Description:
 Vocational English as a Second Language for the Workplace I focuses on language skills and cultural competency necessary for the workplace. Students learn employment-related language and understand the culture and expectations of their new environment and workplace.
 - b. Class Schedule Course Description:
 This course prepares students for employment in a variety of fields. Students learn work-related vocabulary and strategies to help them find and retain a job.
 - c. Semester Cycle (*if applicable*): N/A
 - d. Name of Approved Program(s):
 - VOCATIONAL ESLN Certificate of Completion
4. Total Units: 0 Total Semester Hrs: 40.00-64.00
 Lecture Units: 0 Semester Lecture Hrs: 40.00-64.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 35 Allow Audit: No
 Repeatability Repeatable 3 Times
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Prerequisite: ESLN 310C or appropriate Placement Test, or Instructor recommendation.
6. Textbooks, Required Reading or Software: (*List in APA or MLA format.*)
 - a. Saslow J. (2005). *Workplace Plus 3, Living and Working in English* (1/e). New York Pearson Education ESL.
 College Level: No
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
 - a.
 Understand simple oral and written instructions.
 - ESLN 310C - Demonstrate comprehension of previously learned words or phrases in context
 - ESLN 310C - Demonstrate the ability to listen to and for personal information, career information, information about ID cards, personal preferences, job information, information about news interviews and radio programs, automated account information, doctor's advice, car terms, crime reports, legal problems, and information about life events
 - ESLN 310C - Demonstrate understanding of learned vocabulary and phrases which appear in advice columns, email invitations, articles, memos, computer advertisements, job applications, recipes, finances, medical labels, auto manuals, community flyers, newspapers, and forms
 - ESLN 310C - Demonstrate understanding of sentences which contain familiar words and phrases about everyday topics such as education, recreation, jobs, work ethics, community resources, cooking, money and banking, health, automobiles, crime, life events, and civil rights
 - b.
 Write related sentences on a given topic.

ESLN 360A-Vocational ESL for the Workplace I

- ESLN 310C - Demonstrate the ability to use the correct format when writing formal and informal written discourse including indentation as well as capitalization of titles.
- ESLN 310C - Demonstrate the ability to write sentences and questions about topics such as education, recreation, jobs, work ethics, community resources, cooking, money and banking, health, automobiles, crime, life events, and civil rights

C.

Participate in simple conversations and discussions.

- ESLN 310C - Demonstrate understanding of simple questions and answers, statements, and face-to-face conversations about familiar topics
- ESLN 310C - Demonstrate the ability to listen to and for personal information, career information, information about ID cards, personal preferences, job information, information about news interviews and radio programs, automated account information, doctor's advice, car terms, crime reports, legal problems, and information about life events
- ESLN 310C - Demonstrate the ability to ask and answer elementary questions, initiate and respond to simple statements, and maintain face-to-face conversations about topics that refer to basic personal information, education, career plans, recreational activities, jobs, work ethics, community resources, cooking and restaurants, money and banking, health, automobiles, crime, life events, and civil rights

8. Course Content and Scope:

Lecture:

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| <ul style="list-style-type: none">a. Vocabulary for the workplace such as occupations, job safety, job procedures and skills, product warranty, problems with equipment, Fair Labor Standards, and work ethicsb. Review of high-intermediate level grammar topicsc. Social language such as small talk, handling customer complaints, reacting to performance reviews, writing emails, and setting up meetingsd. Strategies to find and retain worke. Culture of US workplace such as employers' expectations, being on time, company time vs. personal time, workplace etiquette, employees' rights |
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Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.
Find and apply for an entry-level job.
2.
Apply recommended strategies for a job interview for an entry-level job.
3.
Participate in conversations and discussions about familiar topics at the workplace.
4.
Demonstrate understanding of common workplace behavior and culture.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Employ strategies to find and understand job advertisements.
- b. Fill out simple job applications.
- c. Understand appropriate strategies for a job interview for an entry-level job.
- d. Understand workplace conversations with little need for clarification.
- e. Comprehend written and oral instructions necessary to perform a task.
- f. Demonstrate understanding of speaker's intention and level of formality.
- g. Participate in workplace conversations observing the conventions of social interaction and appropriate formality.

ESLN 360A-Vocational ESL for the Workplace I

- h. Respond appropriately to complaints or compliments.
- i. Write work-related material such as notes, memos, and short reports.
- j. Comprehend basic authentic material pertaining to health and safety and employees' rights.
- k. Understand employers' expectations.
- l. Understand common workplace etiquette.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Demonstration, Repetition/Practice
- b. Lecture
- c. Participation
- d. Role Playing

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 64.00

Outside Class Hours: 128.00

a. Out-of-class Assignments

- a. Complete assigned homework
- b. Study vocabulary, grammar, strategies, etc. covered in class
- c. Complete various exercises for vocabulary building, learning of grammar concepts, etc.
- d. Find and read job ads
- e. Fill out job applications
- f. Read work-related material such as manuals, safety instructions, and performance reviews.
- g. Prepare oral presentations
- h. Apply communicative skills in everyday and professional situations

b. In-class Assignments

- a. Complete four hours of classroom work each week
- b. Utilize listening, speaking, reading, and writing skills in class and in assignments
- c. Transformation exercises for vocabulary building, learning of grammar concepts, etc.
- d. Question and answer exercises
- e. Create conversations for role play
- f. Perform role play and participate in ensuing discussions
- g. Complete quizzes and exams

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Presentations/student demonstration observations
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation
- Other
role play

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-BS Critical Thinking

Communicate meaningfully with others.

PO-BS Reading and Writing Skills

Demonstrate reading skills to multiple texts.

Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course

ESLN 360A-Vocational ESL for the Workplace I

intensity.

PO-BS Independent Study Skills

Create goals and take an active role in defining these goals.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Designed to meet local community needs.

A survey conducted in Spring 2016 showed that there is a high demand for Vocational ESL Non-credit classes.

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*
b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Pass/No Pass Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000580306
b. T.O.P. Code [CB03]: 493100.00 - Vocational ESL
c. Credit Status [CB04]: N - Noncredit
d. Course Transfer Status [CB05]: C = Non-Transferable
e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
f. Vocational Status [CB09]: Possibly Occupational
g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
h. Special Class Status [CB13]: N - Not Special
i. Course CAN Code [CB14]: *N/A*
j. Course Prior to College Level [CB21]: D = 4 Levels Below
k. Course Noncredit Category [CB22]: A - English As A Second Language
l. Funding Agency Category [CB23]: Y = Not Applicable
m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): VOCATIONAL ESLN

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 30
Third Year: 70

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

ESLN 360A-Vocational ESL for the Workplace I

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Renate Friederike Senters Origination Date 07/22/16