

Course Outline

COURSE: ESL 704B **DIVISION:** 90 **ALSO LISTED AS:**

TERM EFFECTIVE: Summer 2020 **CURRICULUM APPROVAL DATE:** 05/12/2020

SHORT TITLE: ESL IN THE WORKPLACE

LONG TITLE: ESL in the Workplace

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	0	0
		Lab:	1 TO 10	18 TO 180
		Other:	0	0
		Total:	1 TO 10	18 TO 180

COURSE DESCRIPTION:

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. **ADVISORY:** ESL 704A

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 3 times

SCHEDULE TYPES:

04 - Laboratory/Studio/Activity

046 - Laboratory - LEH 0.6

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Recognize, define, recall, and utilize vocational vocabulary.
2. Demonstrate cooperative work strategies and sociability in communication with co-workers and customers.
3. Follow procedures for machine operation and job safety.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 05/12/2020

4.5-45 Hours

CONTENT: Students are introduced to course objectives, provide an assessment of their reading skills, have an orientation to the software and hardware used in the program, and discuss time management skills. Students take and leave phone messages.

Students focus on specific grammar points (ex.: future tense, would like to, and object pronouns); improve their reading skills in a self-paced environment. In lab, students work in their individual vocational modules (Retail, Hospitality Services, Construction Food Services).

STUDENT PERFORMANCE OBJECTIVES: Student will be able to take and leave phone messages. The ability to read, write and communicate orally about topics in their vocational field will be demonstrated.

4.5-45 Hours

CONTENT: Students ask questions about real estate needs and answer queries. Students focus on specific grammar points (ex.: object pronouns/placement of multiple object pronouns); improve their reading skills in a self-paced environment. In lab, students work in their individual vocational modules (Retail, Hospitality Services, Construction Food Services).

STUDENT PERFORMANCE OBJECTIVES: Student will be able to select housing after interpreting classified ads, interpret leasing and rental agreements, and fill out an application form. The ability to read, write and communicate orally about topics in their vocational field will be demonstrated.

4.5-45 Hours

CONTENT: Students report problems with machines, interpret operating instructions and warnings, fill out repair orders and give estimates. Students focus on specific grammar points (ex.: past continuous tense and two-word verbs); improve their reading skills in a self-paced environment. In lab, students work in their individual vocational modules (Retail, Hospitality Services, Construction Food Services).

STUDENT PERFORMANCE OBJECTIVES: Student will be able to understand function of machines at work and be

able to fill out a repair order. The ability to read, write and communicate orally about topics in their vocational field will be

demonstrated.

4.5-45 Hours

CONTENT: Students fill out rain checks, correct mistakes, and check sales receipts.. Students focus on specific grammar points (ex.: comparisons); improve their reading skills in a self-paced environment. In lab, students work in their individual vocational modules (Retail, Hospitality Services, Construction Food Services).

STUDENT PERFORMANCE OBJECTIVES: Student will be able to respond to complaints and make exchanges. The ability to read, write and communicate orally about topics in their vocational field will be demonstrated.

METHODS OF INSTRUCTION:

Cooperative learning groups, pair work, one-on-one tutoring, computerized instruction.

METHODS OF EVALUATION:

N/A

REPRESENTATIVE TEXTBOOKS:

Recommended Representative Textbooks

Saslow. Workplace Plus. Longman Publishing,2005.

This basic level ESL textbook is still being used to prepare ESL students for the workplace. It is still available for purchase.

Reading Level of Text, Grade: Basic/Beginning ESL Verified by: Nicole Cisneros

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000599376

Sports/Physical Education Course: N

Taxonomy of Program: 493087