Course Outline

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

TERM EFFECTIVE: Spring 2015   CURRICULUM APPROVAL DATE: 11/24/2014

SHORT TITLE: ESL IN THE WORKPLACE

LONG TITLE: ESL in the Workplace

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>18</td>
<td>Lecture:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab:</td>
<td>1 TO 10</td>
<td>18 TO 180</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total:</td>
<td>1 TO 10</td>
<td>18 TO 180</td>
</tr>
</tbody>
</table>

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

STUDENT LEARNING OUTCOMES:

1. Recognize, define, and recall vocational vocabulary.
Measure: Written
PLO: N/A
ILO: 1,2,7

5/20/2016
GE-LO: N/A
Year assessed or anticipated year of assessment: 2011
2. Apply vocational vocabulary in written and spoken communication.
Measure: Roleplay, Oral Report, Performance
PLO: N/A
ILO: 1, 2, 4, 7
GE-LO: N/A
Year assessed or anticipated year of assessment: 2011
3. Demonstrate cooperative work strategies.
ILO: 1, 2, 4, 5
Measure: small group task based activities
4. Interpret operational instructions of a machine, report problems and fill out a repair order
ILO: 1, 3, 4
Measure: written cloze exercises, role play, pair work
5. Demonstrate sociability in communication with customers.
ILO: 1, 4
Measure: role play, small group work
6. Manage resources effectively.
ILO: 1, 2, 3
Measure: written activity
7. Follow procedures for job safety.
ILO: 1, 4
Measure: oral and written activity, pair work, role play

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 11/24/2014
15 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). HOMEWORK: Students design and implement a work/study schedule; students keep a log to define new vocabulary, another to write journal reflections and entries; they complete vocational modules; they complete grammar exercises and written assignments. Students prepare for a grammar test. 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.
15 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). HOMEWORK: Students keep a log to define new vocabulary, another to write journal reflections and entries; they complete vocational modules; they complete grammar exercises and written assignments. Students prepare for a grammar test. 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.

15 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). HOMEWORK: Students keep a log to define new vocabulary, another to write journal reflections and entries; they complete vocational modules; they complete grammar exercises and written assignments. Students prepare for a grammar test. 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.

15 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). HOMEWORK: Students keep a log to define new vocabulary, another to write journal reflections and entries; they complete vocational modules; they complete grammar exercises and written assignments. Students prepare for a grammar test. STUDENT PERFORMANCE OBJECTIVES: Student will be able to respond to complaints, make exchanges. The ability to read, write and communicate orally about topics in their vocational field will be demonstrated.

Included in content section.

METHODS OF INSTRUCTION:
There will be lecture, cooperative learning groups, pair work, one-on-one tutoring, computerized instruction.

METHODS OF EVALUATION:

REPRESENTATIVE TEXTBOOKS:
Recommended:
Saslow, Workplace Plus, Longman Publishing, 2005, or other appropriate college level text. 
Reading level of text, Grade: Basic/Beginning ESL  Verified by: M. Sanidad 
Other textbooks or materials to be purchased by the student: as assigned by instructor 

ARTICULATION and CERTIFICATE INFORMATION 
  Associate Degree: 
  CSU GE: 
  IGETC: 
  CSU TRANSFER:  
    Not Transferable 
  UC TRANSFER:  
    Not Transferable 

SUPPLEMENTAL DATA: 
  Basic Skills: B 
  Classification: J 
  Noncredit Category: J 
  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: N 
  Funding Agency Code: Y 
  In-Service: N 
  Occupational Course: E 
  Maximum Hours: 
  Minimum Hours: 
  Course Control Number: CCC000435850 
  Sports/Physical Education Course: N 
  Taxonomy of Program: 493012