

Course Outline

COURSE: ESL 567 **DIVISION:** 10 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2013 **Inactive Course**

SHORT TITLE: VOCATIONAL ESL II

LONG TITLE: Vocational English as a Second Language II

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
5	18	Lecture:	5	90
		Lab:	0	0
		Other:	0	0
		Total:	5	90

COURSE DESCRIPTION:

This is an integrated-skills course for ESL students who wish to expand their job-related communication skills. Students expand their language skills within the realm of the work world while also developing the soft skills needed in the workplace. **PREREQUISITE:** ESL 552, 553 and 554, or ESL 557, or ESL Assessment Test recommendation.

PREREQUISITES:

- Completion of ESL 557, as UG, with a grade of C or better.
- OR
- (Completion of ESL 552, as UG, with a grade of C or better.
- AND Completion of ESL 553, as UG, with a grade of C or better.
- AND Completion of ESL 554, as UG, with a grade of C or better.)

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

- L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Recognize, define, and recall vocational vocabulary
Measure: Reading software assignments and progress in levels
PLO:
ILO: 1

2. Apply vocational vocabulary in written and spoken communication
Measure: Written assignments, oral presentations
PLO:
ILO: 1, 2

3. Employ computer/technology to enhance work/presentation

Measure: Oral presentations
PLO:
ILO: 2, 3

4. Demonstrate cooperative work strategies
Measure: Class assignments, group presentations
PLO:
ILO: 1, 2, 4, 5

5. Summarize and paraphrase a body of information
Measure: Class presentations
PLO:
ILO: 2, 1

6. Demonstrate problem solving skills
Measure: Group discussion, computer software
PLO:
ILO: 2, 6, 4

7. Use correct form in business memos, letters, emails
Measure: Written assignments
PLO:
ILO: 1

8. Demonstrate time management skills
Measure: self management in class; journal reflection
PLO:
ILO: 2, 5

9. Interpret bar graphs; use flowcharts
Measure: Class assignments, oral presentations
PLO:
ILO: 2

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

Inactive Course: 02/25/2013

21 HOURS

CONTENT: Students are introduced to course objectives, provide an assessment of their reading skills, have an orientation to new software and hardware used in the program, and are reacquainted with time management skills and self evaluation. Students focus on one specific grammar point (ex: subject/verb agreement); improve their reading skills in a self-paced environment; Students use correct form in writing business letters. They practice problem solving and paraphrasing. They are introduced to how to make computer-generated charts and graphs for presentations.

HOMEWORK Students design and implement a work/study schedule; students keep a log to define new vocabulary, another to write journal entries and reflections; they use the computer to create charts and graphs; they complete grammar exercises and written assignments; students write a business letter. Students prepare for a grammar test.

STUDENT PERFORMANCE OBJECTIVES: Students will analyze and describe the time management skills they are using. Computer generated charts will be applied to presentations. They will read, write and communicate about their work world. They will write a business letter using correct grammar and form. The use of a specific grammar point (ex.: subject/verb agreement) will be demonstrated.

25 HOURS

CONTENT: Students focus on one specific grammar point (ex: active vs. passive voice). They will work on their reading skills in a self-paced environment. Students use graphic organizers and clustering to organize information; They write business memos and email; They continue to paraphrase; They practice self-esteem building techniques; Students plan and implement a group sales project and prepare for an oral presentation; At the end of the cycle, students will give first (group) oral presentations.

HOMEWORK: Students keep a log to define new vocabulary, another to write journal entries and reflections; they complete vocational modules; they carry out group sales effort, write a summary and use the computer to prepare an oral presentation; they complete grammar exercises and written assignments. Students prepare for a grammar test.

STUDENT PERFORMANCE OBJECTIVES: Through the use of software programs, students will demonstrate improved reading and grammar skills; Organizational skills in the planning and implementation of a project will be applied. The use of a specific grammar point (ex.: active vs. passive voice) will be demonstrated.

21 HOURS

CONTENT: Students focus on one specific grammar point (ex: question formation). They improve their reading skills in a self-paced environment. They discuss social systems in the workplace. They continue to practice problem solving and paraphrasing.

HOMEWORK: Students

keep a log to define new vocabulary, another to write journal entries and reflections; they prepare for and practice the interview; they complete grammar exercises and written assignments. Students prepare for a grammar test.

STUDENT PERFORMANCE OBJECTIVES: Students will apply knowledge of social systems in appropriate work-related conversation. They will read, write and communicate about work related topics. The use of a specific grammar point (ex.: question formation) will be demonstrated.

21 HOURS

CONTENT: Students focus on one specific grammar point (ex: negative questions). They improve their reading skills in a self-paced environment. They continue practice problem solving and paraphrasing.

HOMEWORK: Students

keep a log to define new vocabulary, another to write journal entries and reflections; they use the computer to make a power point presentation; they complete grammar exercises and written assignments. Students prepare for a grammar test.

STUDENT PERFORMANCE OBJECTIVES: Students will demonstrate grammar skills through computer programs. They will recognize and employ technical jargon specific to their field of interest. The use of a specific grammar point (ex.: negative questions) will be demonstrated.

2 HOURS Final Exam: Oral presentation of group project, using any combination of computer-generated visuals (clip art, bar graphs, pie charts)

Included in content section.

METHODS OF INSTRUCTION:

There will be lecture, cooperative learning groups, pair work, one-to-one tutoring, computerized instruction

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Other: Vocabulary log, journal writing, summaries

The problem-solving assignments required:

None

The types of skill demonstrations required:

Field work

Other: Oral presentations with computer-generated display

The types of objective examinations used in the course:

Multiple choice

Completion

Other: Short sentence or paragraph writing

Other category:

Evidence of reading improvement, as per software scores, successful completion of all vocational modules

The basis for assigning students grades in the course:

Writing assignments: 5% - 15%
Problem-solving demonstrations: 0% - 0%
Skill demonstrations: 25% - 30%
Objective examinations: 10% - 15%
Other methods of evaluation: 40% - 50%

REPRESENTATIVE TEXTBOOKS:

Recommended:

Bitterlin, Gretchen, Ventures Transitions, Cambridge University Press, 2010, or other appropriate college level text.

Reading level of text, Grade: High Intermediate ESL Verified by: M. Sanidad

Other textbooks or materials to be purchased by the student: Fuchs, Marjorie, Grammar Express: Intermediate; Prentice-Hall Longman, 2001

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: C

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000528582

Sports/Physical Education Course: N

Taxonomy of Program: 493100