

Course Outline of Record

1. Course Code: ESLN-309A
2.
 - a. Long Course Title: ESL - Foundations
 - b. Short Course Title: ESL - FOUNDATIONS
3.
 - a. Catalog Course Description:
 This foundation level comprehensive English as a Second Language course emphasizes the development of the very basic English literacy skills. This course is for ESLN students who require basic skills development in reading, writing, speaking, and listening. Students receive a Pass/No Pass grade mark.
 - b. Class Schedule Course Description:
 Foundation course for ESL students who require basic skills development in reading, writing, speaking, and listening. Students receive a Pass/No Pass grade mark.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS
4. Total Units: 0 Total Semester Hrs: 192.00
 Lecture Units: 0 Semester Lecture Hrs: 192.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 40 Allow Audit: No
 Repeatability Repeatable 3 Times
 Justification Noncredit Course
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
N/A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Molinsky, S. & Bliss, B. (1990). *Foundations* (2nd/e). New York Pearson Education.
 College Level: No
 Flesch-Kincaid reading level: 2.4
 - b. Adelson-Goldstein, J. & Shapiro, N. (1998). *The Oxford Picture Dictionary* New York Oxford.
 College Level: No
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
8. Course Content and Scope:

Lecture:

1. Alphabet (printing & cursive) & numbers
2. The calendar and time
3. Personal & family information in oral and written form
4. Basic nonverbal social customs
5. Forms of address (Mr., Mrs., Miss)
6. Classroom instruction
7. Further topics, such as money, shopping, food, clothing, health, everyday activities
8. Pronunciation, phonics (long/short vowels)
9. Basic grammar concepts: singular/plural nouns, verb "be", adjectives, prepositions, pronouns, possessive adjectives, etc.

Lab: (if the "Lab Hours" is greater than zero this is required)

see course content

9. Course Student Learning Outcomes:

1. Recognize vocabulary, identify simple sentences, and write vocabulary and simple phrases using visual aids.
2. Respond to oral statements and questions by imitating familiar phrases and reproducing simple answers.
3. Recognize and reproduce simple words and phrases for survival needs.

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

Listening:

- b. Demonstrate understanding of vowel and consonant sounds: ie: minimal pairs.
- c. Demonstrate comprehension of basic cardinal and ordinal numbers.
- d. Demonstrate comprehension of commands for (TPR) total physical response actions.
- e. Demonstrate understanding of basic lexical words in simple speech, such as nouns, verbs, and prepositions.
- f. Demonstrate comprehension of basic phrases: greetings, leave takings.
- g. Demonstrate understanding of basic statements.
- h. Demonstrate the ability to listen for simple clarification.
- i. Comprehend simple oral statements of information and simple questions in everyday contexts.

Reading:

- k. Recognize similar and different shaped letters (upper and lower case).
- l. Demonstrate phonemic awareness of vowel, consonant and syllable sounds both individually and in combinations.
- m. Demonstrate the ability to associate common symbols, signs and basic numerals with oral language.
- n. Demonstrate the ability to scan lists and forms for specific learned information words.
- o. Demonstrate the ability to comprehend basic new words, simple phrases, statements, and questions according to the context of the reading.

Writing:

- q. Demonstrate the ability to hold writing tools comfortably and effectively.
- r. Demonstrate knowledge of legible letter formation from left to right. Alignment of horizontal lines and appropriate spacing between letters and words.
- s. Demonstrate the ability to copy learned letters of the alphabet, syllables, and words.
- t. Demonstrate the ability to fill out forms using basic learned personal information.
- u. Demonstrate the ability to write learned words, simple phrases, and sentences while using visual aids.
- v. Demonstrate the ability to sign own name using cursive script.

Speaking:

- x. Demonstrate the ability to use intelligible pronunciation of vowel and consonant sounds, syllables, and learned words.
- y. Demonstrate the ability to give simple TPR commands.
- z. Demonstrate the ability to state basic cardinal and ordinal numbers.
- aa. Demonstrate the ability to state simple statements of information.
- ab. Demonstrate the ability to ask/answer simple YES/NO questions.
- ac. Use appropriate responses to requests for simple clarification by using repetition and self correction
- ad. Demonstrate phonemic awareness of vowel, consonant and syllable sounds, both individually and in combinations.

Core Skills:

- af. Apply knowledge and skills to new and varied situations
- ag. Participate effectively in teams and in other groups.
- ah. Respect and work with diverse people including those with different cultural and linguistic backgrounds.

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

- a. Demonstration, Repetition/Practice
- b. Lecture

Other Methods:

Student interaction with instructor and fellow students

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

In Class Hours: 192.00

Outside Class Hours: 384.00

a. Out-of-class Assignments

- Study and practice the English alphabet (lower case & capital letters)
- *Study and practice various styles of forming letters (printing & cursive)
- *Study and practice ordinal and cardinal numbers in English
- *Practice pronunciation of English words, phrases and sentences
- *Study and practice phonics (long and short vowel sounds)
- *Review and study classroom instruction phrases and commands taught in class
- *Study and practice English calendar vocabulary for use in and outside the classroom
- *Study and practice how to tell time in English
- *Study and practice "weather" vocabulary and phrases for use in and out of the classroom.
- *Study and practice how to express personal & family information in both written and oral form.
- *Study English forms of address (Mr., Mrs., Ms., Dr.) and practice using them in various context in both written and oral form.
- *Practice filling out various types of forms and applications.
- *Study and learn various singular and plural nouns in English
- *Study English adjectives (describing people, feelings, homes) and practice using them in various contexts in English.
- *Study and practice how to use prepositions in both oral and written form.
- *Study and practice how to use pronouns in both oral and written form.
- *Study and practice how to use possessive adjectives in both oral and written form.
- *Study and practice how to use the Verb 'be'.
- *Study and practice the basic concepts of present tense simple and progressive, questions and statements so that these grammatical structures can be used by students in various contexts.
- *Study and practice basic nonverbal social customs, such as shaking hands, eye contact, etc.

- *Study for written and/or oral exams in all of the above areas.

b. In-class Assignments

- a. Complete twelve hours of classroom work each week
- b. Utilize listening, speaking, reading, and writing skills in class and in assignment
- c. Complete quizzes and exams

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

- Other
 - a. Class participation: written/verbal
 - b. Homework assignments
 - c. Quizzes
 - d. Exams

14. Methods of Evaluating: Additional Assesment Information:

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

PO-BS Reading and Writing Skills

Read complex passages with understanding.

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

Summarize written texts with ability to differentiate fact from opinion.

IO - Critical Thinking and Communication

Apply standard conventions in grammar, mechanics, usage and punctuation.

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:

Move from Lab to Lecture

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]: CCC000282169
- b. T.O.P. Code [CB03]: 493087.00 - English as a Second Langu
- 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]: Not 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]: G = 7 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): ENGLISH PROFICIENCY CERTIFICATE: LIFE & WORK SKILLS

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

23. Enrollment - Estimate Enrollment

First Year: 0
 Third Year: 0

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.

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 Frederick Vescial Origination Date 10/11/15