

ESLN 360B: VOCATIONAL ESL FOR THE WORKPLACE II

Originator

rsenters

Justification / Rationale

Addition of online teaching modality

Effective Term

Fall 2022

Credit Status

Noncredit

Subject

ESLN - ESL Noncredit

Course Number

360B

Full Course Title

Vocational ESL for the Workplace II

Short Title

VESL WORKPLACE II

Discipline**Disciplines List**

English as a Second Language (ESL): Noncredit

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

Vocational English as a Second Language for the Workplace II reinforces the skills taught in the first course of the series. Students continue to acquire employment-related vocabulary and get more in-depth information about strategies to obtain employment and be successful at work.

Schedule Description

This course further develops students' skills to find a job and be successful at work. Prerequisite: ESLN 360A, or ESLN 310C, or appropriate ESLN Placement Test, or instructor recommendation.

Non-credit Hours

192

Lecture Units

0

Lab Units

0

In-class Hours

64

Out-of-class Hours

128

Total Course Units

0

Total Semester Hours

192

Override Description

noncredit course

Prerequisite Course(s)

ESLN 360A, or ESLN 310C, or appropriate ESLN Placement Test, or instructor recommendation.

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Bitterlin G., Johnson D., Price D., Ramirez S., Savage L.

Title

Ventures Transitions Level 5

Edition

1

City

New York

Publisher

Cambridge

Year

2010

College Level

No

ISBN #

978-0-521-18613-1

For Text greater than five years old, list rationale:

Apart from some images, the new edition is absolutely identical to the first edition. It is more cost-effective for the students to purchase the first edition.

Class Size Maximum

30

Entrance Skills

a. Write paragraphs in response to prompts.

Requisite Course Objectives

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

ESLN 310C-Demonstrate understanding of how to use basic punctuation (commas, periods, question marks, and colons), in basic formal and informal writing

ESLN 310C-Demonstrate the ability to write lists, invitations, memos, thank-you letters, personal letters, recipes, financial plans, phone messages, personal messages, and notes.

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

Entrance Skills

b. Initiate and carry on a conversation using complex sentence structure.

Requisite Course Objectives

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

Entrance Skills

c. Demonstrate the ability to act and react verbally in simulated real-life situations.

Requisite Course Objectives

ESLN 310C-Apply knowledge and skills to new and varied situations

ESLN 310C-Participate effectively in teams and in other groups to make decisions and seek consensus

Entrance Skills

d. Apply strategies to find entry-level jobs and complete an application.

Requisite Course Objectives

ESLN 360A-Employ strategies to find and understand job advertisements.

ESLN 360A-Fill out simple job applications.

Entrance Skills

e. Employ appropriate written and oral language to effectively communicate at the workplace.

Requisite Course Objectives

ESLN 360A-Follow workplace conversations with little need for clarification.

ESLN 360A-Comprehend written and oral instructions necessary to perform a task.

ESLN 360A-Demonstrate understanding of speaker's intention and level of formality.

ESLN 360A-Participate in workplace conversations observing the conventions of social interaction and appropriate formality.

ESLN 360A-Respond appropriately to complaints or compliments.

ESLN 360A-Write work-related material such as notes, memos, and short reports.

Course Content

1. Vocabulary for the workplace such as professional goals, personal strengths, work-related idioms and phrasal verbs, and job skills
2. Low-advanced grammar topics such as conditionals, adverb clauses, and the passive voice
3. Social language such as describing one's strengths, small talk, communicating in a team environment, giving and receiving criticism, and improving relationships with co-workers and supervisors
4. Building self-confidence
5. Effective job applications
6. Successful interviews
7. Positive work environments

Course Objectives

	Objectives
Objective 1	Identify personal strengths and set realistic goals.
Objective 2	Distinguish between hard skills and soft skills.
Objective 3	Create a simple resume.

Objective 4	Write a cover letter.
Objective 5	Demonstrate key strategies for a successful job interview.
Objective 6	Participate in workplace conversations and discussions using advanced language skills.
Objective 7	Distinguish between appropriate and inappropriate small-talk topics.
Objective 8	Respond appropriately to performance evaluations and criticism.
Objective 9	Apply strategies to deal with bothersome behavior of co-workers.
Objective 10	Apply strategies to contribute to creating a positive work environment.
Objective 11	Use appropriate email etiquette for the workplace.
Objective 12	Explain essentials of good business writing.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Write an effective cover letter and resume.
Outcome 2	Apply strategies for a successful job interview.
Outcome 3	Use advanced language skills to effectively communicate with co-workers and superiors in a variety of situations.
Outcome 4	Demonstrate appropriate workplace behavior.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Instructors will model correct pronunciation and use of new vocabulary. The students will repeat aloud new vocabulary words and use new phrases in conversations and role playing.
Role Playing	Instructors will give students prompts to create dialogues for simulated real-life situations.
Participation	Instructors will give students prompts to participate in group and class discussions, activities, and assignments.
Lecture	Instructors will lecture on speaking and listening strategies, as well as present new vocabulary and phrases in various content areas.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Tests/Quizzes/Examinations	Students will be assessed on course content.	In and Out of Class
Presentations/student demonstration observations	Students will participate actively and appropriately in role playing and ensuing evaluations.	In and Out of Class
Oral and practical examination	Students will be asked to utilize speaking and listening skills in role playing, as well as in group and class discussions. In the hybrid teaching modality, students might take online tests and submit presentations. For online classes, students will take all examinations online.	In and Out of Class
Self-paced testing	Students will find job ads, write resumes, cover letters, prepare for job interviews, and read work-related material.	In and Out of Class
Student participation/contribution	Students will participate actively and appropriately in class discussions, exercises, and projects.	In and Out of Class
Mid-term and final evaluations	Students will complete midterm and/or final assessments on course content.	In and Out of Class
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments

1. Complete classroom work and/or assignments each week
2. Utilize listening, speaking, reading, and writing skills in class and in assignments
3. Transformation exercises for vocabulary building, learning of grammar concepts, etc.
4. Question and answer exercises
5. Create conversations for role play
6. Perform role play and participate in ensuing discussions
7. Complete quizzes and exams

Other Out-of-class Assignments

1. Complete assigned homework
2. Study vocabulary, grammar, strategies, etc. covered in class
3. Complete various exercises for vocabulary building, learning of grammar concepts, etc.
4. Find and read job ads
5. Fill out job applications
6. Write a cover letter
7. Write a resume
8. Read work-related material such as manuals, safety instructions, and performance reviews.
9. Prepare oral presentations
10. Apply communicative skills in everyday and professional situations

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Instructional Materials and Resources

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Chat room/instant messaging
Discussion forums with substantive instructor participation
Online quizzes and examinations
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus

External to Course Management System:

Direct e-mail
Synchronous audio/video

For hybrid courses:

Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students will regularly and frequently complete assignments in discussion forums and/or groups, and they will regularly and frequently submit formal writing assignments, so they will receive regular and frequent feedback from the instructor on these assignments.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

Many of the ESLN students who take this Vocational ESLN class take it in addition to a comprehensive course. Since many of them work full- or, at least, part-time, it has been very difficult for them to attend this class. A hybrid or online teaching modality would reduce or eliminate the amount of time the students have to be on campus and thus meet the needs of the students.

MIS Course Data

CIP Code

32.0109 - Second Language Learning.

TOP Code

493100 - Vocational ESL

SAM Code

D - Possibly Occupational

Basic Skills Status

Basic Skills

Prior College Level

Four levels below transfer

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

English as a Second Language

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Noncredit courses are not subject to repeatability limits.

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

ESLN 360B 2020-12-02.pdf

Approvals**Curriculum Committee Approval Date**

11/02/2021

Academic Senate Approval Date

11/11/2021

Board of Trustees Approval Date

12/17/2021

Chancellor's Office Approval Date

01/10/2022

Course Control Number

CCC000620355

Programs referencing this courseVocational ESLN Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined/?key=181>)