

Course Outline of Record

1. Course Code: ESLN-360B
2.
 - a. Long Course Title: Vocational ESL for the Workplace II
 - b. Short Course Title: VESL Workplace II
3.
 - a. Catalog Course 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.
 - b. Class Schedule Course Description:
 This course further develops students' skills to find a job and be successful at work.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
 - VOCATIONAL ESLN Certificate of Completion
4. Total Units: 0 Total Semester Hrs: 40.00-64.00
 Lecture Units: 0 Semester Lecture Hrs: 40.00-64.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 35 Allow Audit: No
 Repeatability Repeatable 3 Times
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Prerequisite: ESLN 360A or
 Prerequisite: ESLN 310D or appropriate Placement Test or Instructor recommendation
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Bitterlin G., Johnson D., Price D., Ramirez S., Savage L. (2013). Ventures Transitions Level 5 (1/e). New York Cambridge.
 College Level: No
 Flesch-Kincaid reading level: N/A
7. Entrance Skills: *Before entering the course students must be able:*
 - a.
 Understand high-intermediate level texts and instructions.
 - 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 310D - Demonstrate understanding of familiar words and phrases which appear in educational materials and articles about familiar topics.
 - ESLN 360A - Comprehend basic authentic material pertaining to health and safety and employees' rights.
 - ESLN 310D - Demonstrate understanding of simple and compound sentences about topics that refer to identity and learning, language and learning, deciding on a career, marketing, parenting, gender, stereotypes, and community involvement.
 - b.
 Write texts for special purposes.
 - ESLN 310D - Demonstrate the ability to use transitions or time expressions to connect ideas within a paragraph.
 - ESLN 310D - Demonstrate the ability to write sentences and questions about topics such as identity and learning,

ESLN 360B-Vocational ESL for the Workplace II

language and learning, deciding on a career, marketing, parenting, gender, stereotypes, and community involvement.

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

C.

Participate in conversations and discussions.

- 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 310D - Demonstrate the ability to use correct American pronunciation of specific consonant sounds, stress, and intonation.
- ESLN 310D - Clarify utterances by rewording or repeating in order to be understood by the general public.

8. Course Content and Scope:

Lecture:

- Vocabulary for the workplace such as professional goals, personal strengths, work-related idioms and phrasal verbs, and job skills
- Low-advanced grammar topics such as conditionals, adverb clauses, and the passive voice
- 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
- Building self-confidence
- Effective job applications
- Successful interviews
- Positive work environments

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

9. Course Student Learning Outcomes:

1.
Demonstrate understanding of how to write an effective cover letter and resume.
2.
Apply strategies for a successful job interview.
3.
Use advanced language skills to effectively communicate with co-workers and superiors in a variety of situations.
4.
Demonstrate understanding of appropriate and inappropriate workplace behavior.

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

- Identify personal strengths and set realistic goals.
- Distinguish between hard skills and soft skills.
- Create a simple resume.
- Write a cover letter.
- Understand keys for a successful job interview.
- Participate in workplace conversations and discussions using advanced language skills.
- Distinguish between appropriate and inappropriate small-talk topics.
- Respond appropriately to performance evaluations and criticism.
- Apply strategies to deal with bothersome behavior of co-workers.
- Apply strategies to contribute to creating a positive work environment.
- Use appropriate email etiquette for the workplace.
- Understand essentials of good business writing.

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

- a. Demonstration, Repetition/Practice
- b. Lecture
- c. Participation
- d. Role Playing

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

In Class Hours: 64.00

Outside Class Hours: 128.00

a. In-class Assignments

- a. Complete four hours of classroom work each week
- b. Utilize listening, speaking, reading, and writing skills in class and in assignments
- c. Transformation exercises for vocabulary building, learning of grammar concepts, etc.
- d. Question and answer exercises
- e. Create conversations for role play
- f. Perform role play and participate in ensuing discussions
- g. Complete quizzes and exams

b. Out-of-class Assignments

- a. Complete assigned homework
- b. Study vocabulary, grammar, strategies, etc. covered in class
- c. Complete various exercises for vocabulary building, learning of grammar concepts, etc.
- d. Find and read job ads
- e. Fill out job applications
- f. Write a cover letter
- g. Write a resume
- h. Read work-related material such as manuals, safety instructions, and performance reviews.
- i. Prepare oral presentations
- j. Apply communicative skills in everyday and professional situations

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

- Presentations/student demonstration observations
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Student preparation
- Other
role play

14. Methods of Evaluating: Additional Assessment Information:

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

PO-BS Critical Thinking

Communicate meaningfully with others.

PO-BS Reading and Writing Skills

Demonstrate reading skills to multiple texts.

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

PO-BS Independent Study Skills

Create goals and take an active role in defining these goals.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
-------------------	--------	---------------	--------------	--------------

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
------------------	---------------	------------

19. Provide Reasons for the Substantial Modifications or New Course:

Designed to meet local community needs.

A survey conducted in Spring 2016 showed that there is a high demand for Vocational ESL non-credit classes.

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]: CCC000580305
- b. T.O.P. Code [CB03]: 493100.00 - Vocational ESL
- 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]: Possibly 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]: C = 3 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): VOCATIONAL ESLN

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

23. Enrollment - Estimate Enrollment

First Year: 30
 Third Year: 70

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 Renate Friederike Senters Origination Date 07/22/16

