

**ESL 724 Course Outline as of Fall 1991****CATALOG INFORMATION**

Dept and Nbr: ESL 724

Title: VESL WORKSHOP

Full Title: Vocational English for Speakers of Other Languages Workshop

Last Reviewed: 12/10/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	18	Lecture Scheduled	0
Minimum	0	Lab Scheduled	4.00	3	Lab Scheduled	72.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	72.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 72.00

Title 5 Category: Non-Credit

Grading: Non-Credit Course

Repeatability: 27 - Exempt From Repeat Provisions

Also Listed As:

Formerly:

**Catalog Description:**

Provides intermediate and advanced level non-native speakers with English language development and cultural preparation for employment. Multi-level instruction includes group activities in listening, speaking, reading and writing for the workplace. Enrollment is open throughout the semester on a space available basis. Course does not carry credit. Designed for non-native speakers of English.

**Prerequisites/Corequisites:****Recommended Preparation:**

English as a Second Language classes and/or language experience at intermediate level. Intermediate level of English proficiency as evaluated by assessments that measure ability to satisfy survival and basic social needs. and to follow oral and written directions.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Int. & adv. level English language development/cultural prep for employment. Group activities in listening/speaking/reading/writing for the workplace. Enrollment open

throughout semester on space available basis. Designed for non-native speakers of English.  
(Non-Credit Course)

Prerequisites/Corequisites:

Recommended: English as a Second Language classes and/or language experience at intermediate level. Intermediate level of English proficiency as evaluated by assessments that measure ability to satisfy survival and basic social needs. and to follow oral and written directions.

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

### **COURSE CONTENT**

#### **Outcomes and Objectives:**

Outcomes and objectives will vary depending upon student's skill level, motivation, and goals. These variables are assessed at intake by tests administered by instructor and by consultation with the student and with appropriate counselors, coordinators or other instructors who are involved with student's academic and vocational plans.

Outcomes and objectives can include but not be limited to the student's being able to demonstrate language skills and cultural understanding in order to:

State own work background: experience, skills, and interests;

Explore long and short range job goals while identifying appropriate entry level jobs;

Identify job training opportunities;

Fill out various application forms stating personal work experience, education, references;

Read and interpret classified ads and other job notices;

Use telephone for seeking information about jobs and/or training,

arranging for interviews, asking directions, writing down information;

Interview for a job, being aware of appropriate appearance, behavior and responses;

Interpret and develop a resume;

Ask for, follow and give directions for locating a particular place;

Discuss advantages and disadvantages of different types of transportation to work;  
Read and use bus schedules;  
Access child care;  
Use U.S. currency and practical math as a consumer, taxpayer, and employee  
Understand benefits and insurance: social security, automobile, health, life and retirement;  
Read and interpret signs and labels for directions, cautions, warnings and regulations;  
Identify and report unsafe procedures and conditions;  
Identify and understand importance of safety attire and equipment;  
Give and respond to verbal warnings and commands for safety;  
Deal with stress;  
Follow and give two- to three-step oral directions;  
Request clarification and give feedback;  
Communicate with supervisor about absences, tardiness, work expectations, progress evaluations and promotions;  
Read and interpret work schedules, time cards, employee handbooks;  
Use appropriate registers of speech and manners with supervisors, co-workers and customers;  
Understand role of employee organizations, including labor unions;  
Leave a position/change jobs.

### **Topics and Scope:**

The content of this non-credit course emphasizes language development and cultural understanding of vocational topics: finding a job, performance on a job, managing money, job safety, child care and transportation. The course is delivered in a lab/lecture format. The classes focus on interaction through language activities and exercises.

### **Assignment:**

Role plays of employment situations;  
Writing reports on goal-related entry level jobs and/or training programs;  
Filling out work forms;  
Analysis of problems related to employment;  
Newspaper reading and writing reports;  
Listening comprehension exercises;  
Computation problems.

### **Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework
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Writing 25 - 25%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Field work, Quizzes, Exams

Problem solving  
25 - 25%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Field work, Performance exams

Skill Demonstrations  
25 - 25%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
25 - 25%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

ENGLISH THAT WORKS, Books 1 & 2, Savage

IT'S UP TO YOU, Dresner

LET'S WORK SAFELY, Mrowicki

LIFE SCHOOL, Fearon Education

THE WORKING CULTURE, Books 1 & 2, Hemphill, et al.

BASIC SKILLS WITH MATH, Howett

BREAKTHROUGH TO MATH, New Reader's Press