ESL 724 Course Outline as of Fall 2012

CATALOG INFORMATION

Dept and Nbr: ESL 724   Title: VOCATIONAL ESL
Full Title: Vocational English for Speakers of Other Languages
Last Reviewed: 1/27/2025

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	3	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 52.50

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:
Provides English language development and cultural preparation of intermediate and advanced level non-native speakers 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.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of EMLS 715 (or ESL 715)

Limits on Enrollment:

Schedule of Classes Information:
Description: Provides English language development and cultural preparation of intermediate and advanced level non-native speakers 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. (Non-Credit Course)
Prerequisites/Corequisites:

Recommended: Course Completion of EMLS 715 (or ESL 715)
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course students should be able to:
1. Identify and communicate vocational information and goals pertaining to past, present, and future employment, verbally and in writing.
2. Read and fill out applications and forms related to the workplace.
3. Search for, identify, and follow up employment opportunities in person and by phone.
4. Communicate verbally with supervisors and co-workers regarding job duties, work instructions and safety procedures.
5. Understand and follow protocol to report or resolve safety issues verbally and in writing.
6. Know workers' rights, including wages, safety and breaks.
7. Refer to community resources pertaining to vocational training, goals, opportunities and problems.

Topics and Scope:

Listening and Speaking Skills:
a) Using culturally appropriate greetings, polite expressions, and registers of speech with managers, co-workers, customers, and personnel.
b) Asking for assistance, clarification, or information related to the job search by telephone or in person.
c) Identifying and describing vocational and academic history, transferable skills, worker traits, and goals in a job interview.
d) Communicating with supervisors about absences, tardiness, work expectations, progress evaluations, promotions and safety issues.
e) Comprehending and responding to directions and commands, asking for clarification and/or checking for understanding in person or by phone.
f) Expressing opinions or grievances, communicating conflicts, negotiating a schedule, questioning or interrupting co-workers or supervisors, requesting clarification.

g) Knowing workers' rights, including safety equipment, wages and breaks.

Reading:
a) Interpreting signs and labels for directions, cautions, and warnings.
b) Reading and interpreting work schedules and time cards.
c) Written instructions, memos, procedures, or checklists at work.
d) Job applications and resumes.
e) Evaluations at work.
f) Making use of job search resources in the community and on-line, including classified ads, networking, job boards, employment agencies, etc.
g) Reading narratives and personal stories about work experiences and job search.

Writing:
a) Filling out paperwork related to job search, including online applications.
b) Writing about work (narratives, experiences, goals, etc).
c) Filling out reports regarding work accidents, injuries or other problems including unsafe work conditions, harassment, or other situations/incidents.

Assignment:

Assignments may include:

A. In-class Assignments
 1. Vocabulary development
 2. Role-plays
 3. Oral descriptions from pictures
 4. Presentations of group and individual projects
 5. Surveys and interviews
 6. Problem solving activities
 7. Dictations
 8. Recorded conversations
 9. Work narratives
 10. Written summaries of vocational, educational, and personal skills
 11. Sample employment applications
 12. Objective exams and quizzes
 13. Use of technology such as the internet, ESL websites and software to improve reading, listening, vocabulary, spelling, conversation and pronunciation skills related to the world of work

B. Homework Assignments
 1. Preparing oral presentations with a group
 2. Accessing information from community resources
 3. Compiling past employment information
 4. Write personal responses to interview questions and a summary of work, academic, and personal skills
 5. Writing paragraphs
 6. Grammar exercises
 7. Self-study through DVD viewing and corresponding homework packets that support communication in English pertaining to work issues and job search
 8. Preparation of student portfolio

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 work, journals, listening activities with corresponding activities	Writing 40 - 50%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

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

None	Skill Demonstrations 0 - 0%

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

Multiple choice, true/false, matching items, completion, quizzes, exams	Exams 10 - 20%

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

Attendance, participation, student portfolios	Other Category 40 - 50%

Representative Textbooks and Materials:

Oxford Picture Dictionary, Shapiro and Adelson-Goldstein, Oxford University Press, 2008

Ventures Transition Level 5, Lynn, Bitterlin, and Johnson, Cambridge University Press, 2010

Workplace English, Timpa, Halloway, and Pizor, Workplace ESL Solutions, 2004

Cambridge English For Job Hunting, Downes, Cambridge University Press, 2008

Instructor-prepared materials