

# ESLN 360A: VOCATIONAL ESL FOR THE WORKPLACE I

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**Originator**

rsenters

**Justification / Rationale**

Addition of online teaching modality

**Effective Term**

Fall 2022

**Credit Status**

Noncredit

**Subject**

ESLN - ESL Noncredit

**Course Number**

360A

**Full Course Title**

Vocational ESL for the Workplace I

**Short Title**

VESL WORKPLACE I

**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 I focuses on language skills and cultural competency necessary for the workplace. Students learn employment-related language and understand the culture and expectations of their new environment and workplace.

**Schedule Description**

This course prepares students for employment in a variety of fields. Students learn work-related vocabulary and strategies to help them find and retain a job. Prerequisite: ESLN 310B, or appropriate ESLN Placement Test, or instructor recommendation

**Non-credit Hours**

576

**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 310B, or appropriate ESLN Placement Test, or instructor recommendation.

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

Book

**Author**

Saslow J.

**Title**

Workplace Plus 3, Living and Working in English

**Edition**

1

**City**

New York

**Publisher**

Pearson Education ESL

**Year**

2005

**College Level**

No

**ISBN #**

0-13-094329-0

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**For Text greater than five years old, list rationale:**

The textbook is still the best one on the market for the content of this course.

**Class Size Maximum**

30

**Entrance Skills**

a. Produce sentences in response to short texts using basic English sentence structure and familiar vocabulary.

**Requisite Course Objectives**

ESLN 310B-Demonstrate understanding of isolated words and phrases which appear in ID cards, schedules, weather reports, housing advertisements, job interviews, job advertisements, resumes, job training charts, pay stubs, workplace behavior, job performance skills, job evaluations, phone bills, phone messages, community services, phone directories, supermarket flyers, supermarket coupons, recipe cards, sales receipts, health care providers, prescription labels, accident reports, bank statements, personal checks, bills, return forms, credit card information, community flyers, branches of the US government, traffic violations, emergencies, emergency safety procedures, road maps, and holiday destination brochures

ESLN 310B-Demonstrate understanding of simple sentences which contain familiar words and phrases about everyday topics such as school, life events, housing, employment, communication, food, health, money, citizenship, emergencies, and free time

ESLN 310B-Demonstrate understanding of how to fill out forms and ID's

ESLN 310B-Demonstrate the ability to write lists about familiar topics

ESLN 310B-Demonstrate the ability to write phone messages, personal messages, notes, dialogues, and appointments

ESLN 310B-Demonstrate the ability to write sentences and questions about topics such as school, life events housing, employment, communication, food, health, money, citizenship, emergencies, and free time

### Entrance Skills

b. Actively participate in a conversation by making statements and responding to statements and questions using task-appropriate pronunciation and grammar structure.

### Requisite Course Objectives

ESLN 310B-Demonstrate the ability to request and clarify information on familiar topics

ESLN 310B-Demonstrate the ability to ask and answer elementary questions about topics such as school, life events, housing, employment, communication, food, health, money, citizenship, emergencies, free time, and directions

ESLN 310B-Demonstrate the ability to ask and answer questions about personal goals, life events, the weather, home improvement, work experience, jobs skills, interviews, educational opportunities, job evaluations, workplace machines, classroom rules, information relating to phone messages, weights and measurements, prices and quantity of food items, items in a supermarket, nutrition and health, illnesses and symptoms, to a pharmacists about prescription information, first aid-supplies, ATM's, payment preferences, saving money, and organizing bank statements

ESLN 310B-Demonstrate the ability to listen for specific information on forms or lists, events and times of a calendar, information about apartments, information about job advertisements, job instructions, details in telephone messages, doctor's appointments, prescription information, prices of food and location of food items, information about traffic violations, PTA events, information about accidents and emergencies

ESLN 310B-Demonstrate understanding of frequent vocabulary and common social phrases

### Course Content

1. Vocabulary for the workplace such as occupations, job safety, job procedures and skills, product warranty, problems with equipment, Fair Labor Standards, and work ethics
2. Review of low-intermediate level grammar topics
3. Social language such as small talk, handling customer complaints, reacting to performance reviews, writing emails, and setting up meetings
4. Strategies to find and retain work
5. Culture of US workplace such as employers' expectations, being on time, company time vs. personal time, workplace etiquette, employees' rights

### Course Objectives

	Objectives
Objective 1	Employ strategies to find and understand job advertisements.
Objective 2	Fill out simple job applications.
Objective 3	Explain appropriate strategies for a job interview for an entry-level job.
Objective 4	Follow workplace conversations with little need for clarification.
Objective 5	Comprehend written and oral instructions necessary to perform a task.
Objective 6	Demonstrate understanding of speaker's intention and level of formality.
Objective 7	Participate in workplace conversations observing the conventions of social interaction and appropriate formality.
Objective 8	Respond appropriately to complaints or compliments.
Objective 9	Write work-related material such as notes, memos, and short reports.
Objective 10	Comprehend basic authentic material pertaining to health and safety and employees' rights.
Objective 11	Summarize employers' expectations.
Objective 12	Explain common workplace etiquette.

### Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Find and apply for an entry-level job.
Outcome 2	Apply recommended strategies for a job interview for an entry-level job.
Outcome 3	Participate in conversations and discussions about familiar topics at the workplace.
Outcome 4	Demonstrate common workplace behavior and culture.

**Methods of Instruction**

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	Instructors will lecture on speaking and listening strategies, as well as present new vocabulary and phrases in various content areas.
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.

**Methods of Evaluation**

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Oral and practical examination	Students will be asked to utilize speaking and listening skills in role playing, as well as 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
Presentations/student demonstration observations	Students will participate actively and appropriately in role playing and ensuing evaluations.	In and Out of Class
Self-paced testing	Students are expected to study vocabulary, prepare dialogues for role playing, find job ads, 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
Tests/Quizzes/Examinations	Students will be assessed on course content. Oral and written test and quizzes will assess the vocational content of the course, as well as English language skills.	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. Read work-related material such as manuals, safety instructions, and performance reviews.
7. Prepare oral presentations
8. 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**

Five 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 360A 2020-12-02.pdf

**Approvals****Curriculum Committee Approval Date**

11/02/2022

**Academic Senate Approval Date**

11/11/2021

**Board of Trustees Approval Date**

12/17/2021

**Chancellor's Office Approval Date**

01/04/2022

**Course Control Number**

CCC000620354

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