

ESL15 : English as a Second Language Level 1 for Work

General Information

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Attachments:	DE Addendum_NCESL_15 COR_10:11:2023 CoDE_11:28:2023.pdf
Course Code (CB01) :	ESL15
Course Title (CB02) :	English as a Second Language Level 1 for Work
Department:	NESLD
Proposal Start:	Spring 2025
TOP Code (CB03) :	(4930.87) English as a Second Language–Integrated
CIP Code:	(32.0108) Developmental/Remedial English.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000640599
Curriculum Committee Approval Date:	10/09/2024
Board of Trustees Approval Date:	11/19/2024
Last Cyclical Review Date:	09/27/2023
Course Description and Course Note:	ESL 15 helps low-beginning ESL students learn English for work and life. Students study and practice simple listening, speaking, reading, writing, grammar and interpersonal skills in workplace and everyday life contexts.
Justification:	Coding/Category Change
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">ESL: Non-Credit Instruction
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Six levels below transfer.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	140 - 224
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	140 - 224

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

English as a Second Language (ESL).

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	140 - 224	0
Laboratory Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	

Studio Hours	0	0	Lecture	140 - 224
			Laboratory	0
			Studio	0
			Total	140 - 224
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

ESL1 - English as a Second Language Literacy

Objectives

- Identify, print, alphabetize, and use uppercase and lowercase letters.
- Identify, write, and use numbers 1-100.
- Follow instructions and commands given by the teacher or text.
- Demonstrate phonemic and phonics awareness (initial and final consonants and short and long vowels).
- Use beginning decoding skills, and read a limited number of sight words as encountered in life skill exercises.
- Initiate and respond to greetings and leave-takings, make introductions and show gratitude.
- Ask for and give personal information in conversation and on forms.
- Use a calendar, talk about time and describe daily routines.
- Identify coins and bills, ask about prices, write a check, recognize identification and bank cards.
- Ask for and give information about school.
- Identify common foods, talk about the three basic meals, and dramatize how to order a meal in a restaurant.
- Identify parts of the body, talk about health, make appointments, write absence notes, and make emergency phone calls.
- Express feelings and relate likes and dislikes.
- Identify common occupations, fill out forms related to work and job applications, and write signatures.
- Identify signs with one word or symbol, such as restroom signs.
- Read and comprehend simple sentences containing course vocabulary.
- Compose simple sentences using correct punctuation, capitalization, and word order.
- Choose correct grammatical forms and demonstrate usage in written and conversational forms.
- Complete a test in scantron form.

OR

Prerequisite

Placement is based upon performance on a division placement assessment or completion of ESL 1.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Multimedia
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Methods of Instruction	Collaborative Learning
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Methods of Instruction	Demonstrations
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Methods of Instruction	Field Activities (Trips)
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Methods of Instruction	Guest Speakers
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Methods of Instruction	Presentations
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Out of Class Assignments

- Complete fill-in-the-blank exercises
- Vocabulary matching exercises
- Create simple sentences
- Respond to speaking prompts to practice conversational fluency
- Complete workplace documents
- Read informational and fictional sources
- Online activities

Methods of Evaluation

Rationale

Other	Conversations with the teacher to assess listening comprehension and speaking ability
Exam/Quiz/Test	Quizzes and unit tests
Presentation (group or individual)	Individual or small group presentations and projects
Project/Portfolio	Portfolios of student work
Exam/Quiz/Test	Exit examination

Textbook Rationale

Project Success (2014), Side by Side Plus 1 (2015), and Burlington (2018) have newer editions pending; in the meantime these are the most current editions of these kinds of textbooks and software programs.

Textbooks

Author	Title	Publisher	Date	ISBN
Azar, B.S. & Hagen, S.	Basic English Grammar Student Book with App and MEL	Pearson	2022	978-0-13-672607-4
S. Gaer and Sarah Lynn	Project Success 1	Pearson	2014	978-0-13-248297-4
Steve Molinsky & Bill Blis	Side by Side Plus 1 Book & eText	Pearson	2016	978-0-13-382874-0
Burlington	Burlington English	Online Software Program	2018	

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Pronounce basic English vocabulary, phrases, and sentences clearly and naturally after appropriate modeling and instruction.

Choose correct Level 0-2 grammatical forms and demonstrate usage in writing and speaking.

Comprehend short dialogues and reading passage.

Compose sentences and simple paragraphs using appropriate subject-verb agreement and other grammatical structures.

Converse at a low-beginning level adequate for everyday use in a work-related setting.

Compose simple sentences using correct punctuation, capitalization, and word order.

SLOs

Respond with appropriate vocabulary to oral questions using Level 1 knowledge.

Expected Outcome Performance: 70.0

NESLD
Beginning English as a Second Language Certificate
of Completion

Communicate in beginning-level conversations to meet the needs in community, school, and work settings.

Use beginning-level vocabulary and grammar to clearly and accurately communicate in community, school, and workplace settings.

Compose a guided paragraph or work-related text using Level 0-1 appropriate grammar structures, vocabulary, and conventions.

Expected Outcome Performance: 70.0

NESLD
Beginning English as a Second Language Certificate of
Completion

Use beginning-level reading, writing and grammar for everyday, school, and workplace purposes.

Apply Level 1 knowledge, vocabulary, and grammar structures to a workplace situation(s) or exam in a workplace context.

Expected Outcome Performance: 70.0

NESLD
Beginning English as a Second Language Certificate
of Completion

Use beginning-level reading, writing and grammar for everyday, school, and workplace purposes.

Use beginning-level vocabulary and grammar to clearly and accurately communicate in community, school, and workplace settings.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Grammar (31-43)

- Basic Sentence structure-word order
- Affirmative
- Negative (including contractions with "n't")
- Question words and phrases: who, what, where, when, why, how, how much, how many, how often, etc.
- Yes/no questions (and short answers)
- Imperatives
- Sentence elements
- Nouns: singular, plural, possessive, counting vs non-counting nouns, pronouns, articles
- Noun modifiers: (adjective phrases); numbers, colors, size, shape, quality, feelings, and mental states
- Possessive adjectives
- Object pronouns
- Articles: definite and indefinite
- Verb tenses and modes: simple present, present continuous, simple past (including common irregular forms, simple future (with be going to)
- Imperatives
- Modals: may, can, have to
- Existentials: there is/there are
- Verb+infinitive: want to
- Adverbs of time and frequency
- Time expressions
- Function words: prepositions of time and location, conjunctions
- Demonstratives: this, that, these, those

Listening Comprehension (16-22)

- Reductions which occur in natural speech
- Infer meaning
- Dictation
- Simple situational dialogues and questions
- Simple statements and instructions
- Directions and requests for simple clarification

Speaking (33-47)

- Pronunciation:
- Identification production of sounds and intonation patterns
- word and sentence stress
- grapheme-phoneme (letter-sound correspondence)
- Conversation: practice of dialogues related to workplace-contexts and daily living, grammar, idioms;

Reading (16-22)

- Vocabulary building
- Word families: affixes
- Use of deduction to determine meaning from context
- Parts of speech

- Synonyms and antonyms
- General reading
- Pre- strategies: picture cues, titles, captions,
- Basic reading of written directions, schedules, applications and forms, dialogues, work-related documents (i.e work schedule, signs) and articles, reading passages,
- Comprehension
- Factual recall of information
- Main idea
- Compare/contrast
- Drawing conclusions
- Prediction
- Phonetic analysis: vowels and consonants, blends, Intonation and sentence stress

Writing (31-43)

- Alphabet: recognize, name, write, and alphabetize
- Mechanics of writing
- Capitalization
- Sentence punctuation: period, question mark, comma, exclamation mark
- Apostrophes in contractions and possessives
- Spelling
- Sentence and short paragraph writing and rewriting
- Form: affirmative, negative, interrogative
- Rhetorical mode (simple description and narration)
- Complete forms and application
- Writing simple emails or letters
- Filling out workplace forms or documents

Workplace issues and skills (33-47)

- Job-seeking skills
- Communicating with co-workers, supervisors, and customers
- Cross-cultural issues and diversity in the U.S. and the workplace
- Contemporary workplace issues and topics
- Cross-cultural issues
- Safety
- Emergencies

Total Hours: 160-224

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

Yes

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No Value

Were there any DEIA changes made to this outline?

No Value

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value