

ESL25 : English as a Second Language Level 2 for Work

General Information

Author:	<ul style="list-style-type: none">Paul Mayer
Attachments:	DE Addendum_NCESL_25 COR_10:11:2023 CoDE_11:28:2023.pdf
Course Code (CB01) :	ESL25
Course Title (CB02) :	English as a Second Language Level 2 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) :	CCC000640600
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 25 helps high-beginner students learn English for work and life. Students study and practice listening, speaking, reading, writing basic sentences and paragraphs, spelling, grammar, vocabulary, and interpersonal skills for workplace and everyday life contexts. Lecture 140-224 hours.
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)

Five 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	280 - 448
Total Student Learning Hours	420 - 672

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
Lecture Hours	140 - 224
Laboratory Hours	0

Out of Class
280 - 448
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	280 - 448
			Laboratory	0
			Studio	0
			Total	280 - 448

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

ESL10 - English as a Second Language Level 1 (in-development)

Objectives

- Write capital and lowercase letters legibly and demonstrate knowledge of alphabetical order and capitalization rules.
- Pronounce basic English vocabulary, phrases, and sentences clearly and naturally after appropriate modeling and instruction.
- Comprehend short dialogues and reading passages such as those presented in the textbooks.
- Compose sentences and simple paragraphs using appropriate subject- verb agreement and other grammatical structures.
- Demonstrate comprehension of spoken English in familiar everyday contexts within limited semantic discourse realms.
- 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

ESL15 - English as a Second Language Level 1 for Work (in-development)

Objectives

- Pronounce basic English vocabulary, phrases, and sentences clearly and naturally after appropriate modeling and instruction.
- 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.
- Choose correct Level 0-2 grammatical forms and demonstrate usage in writing and speaking.

OR

Prerequisite

Placement is based upon performance on a division placement assessment.

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

Out of Class Assignments

- Grammar exercises
- Write detailed sentences and/or simple paragraphs
- Individual or group presentations and projects
- Respond to speaking prompts to practice conversational fluency
- Complete workplace documents
- Read informational and fictional sources

Methods of Evaluation**Rationale**

Other	Conversations with instructor 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 2 (2014), Side by Side Plus 2 (2015), Burlington (2018), and Road to Work: Succeeding on the Job (2017) 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 2	Pearson	2014	978-0-13-294238-6
Steve Molinsky & Bill Bliss	Side by Side Plus 2	Pearson	2015	978-0133828986
Burlington	Burlington English	Online Software Program	2018	
Ronna Magy	Road to Work: Succeeding on the Job	New Readers Press	2017	978-1-56420-187-4

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

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

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

Create verbal and written statements in the present, past, or future tenses related to basic needs and common workplace activities.

Read and respond to questions about short dialogues, monologues, and reading passages such as those presented in digital format or text.

Write simple sentences and simple paragraphs using appropriate subject-verb agreement, tense, and other standard writing conventions.

Listen to and converse in high-beginning level spoken English about familiar everyday and workplace contexts.

SLOs

Respond with appropriate vocabulary to oral questions using Level 2 knowledge.

Expected Outcome Performance: 0.0

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 paragraph or work-related text using Level 0-2 appropriate grammar structures, vocabulary, and conventions.

Expected Outcome Performance: 0.0

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.

Apply Level 2 knowledge, vocabulary, and grammar structures to a workplace situation(s) or exam in a workplace context.

Expected Outcome Performance: 0.0

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 (32-52 hours)

- Basic Sentence structure
- Affirmative
- Negative
- Question words and phrases: who, what, where, when, why, how, how much, how many, how often
- Yes/no questions (short answers and tag questions)
- Imperatives (detailed)
- Sentence elements
- Noun phrases: count and non-count nouns, possessive nouns, possessive pronouns, indirect object pronouns, partitives
- Noun modifiers: (adjective phrases); adjectives, comparatives, superlatives, and equatives, too and enough, very + adjective, quantifiers (much, many, a lot of, a few, a little)
- Verb tenses and modes
- Simple past (regular and irregular), present, future (will)
- Past continuous
- Modal auxiliaries and "quasi-modals": should, can't (for prohibition), could, might, must (for necessity), mustn't, be able to, don't have to, have got to
- Verb + infinitive: like to, want to, need to, etc.
- Like vs. would like
- Real conditional
- Verb modifiers: adverbial phrases of time, place, manner, comparatives, and clauses
- Time expressions: just, in, on, at
- Connectors: because, so

Listening Comprehension (14-22 hours)

- Inference
- Reductions which occur in natural speech
- Non-native accents in the classroom
- Simple situational dialogues
- Dialogues and questions
- Categorization of information
- Dictation
- Verbal directions

Speaking (27-43 hours)

- Pronunciation: Identification production of sounds and intonation patterns contained in dialogues or other spoken materials, word and sentence stress, grapheme-phoneme (letter-sound correspondence)
- Conversation: practice, dialogues related to workplace-contexts and daily living, grammar, idioms;
- Speech: preparation and presentation of simple informal speeches and oral reading of compositions

Reading (15-22 hours)

- Vocabulary building
- Word families
- Use of deduction to determine meaning from context
- Use of online dictionaries
- General reading
- Pre and post-reading strategies
- Basic reading of written directions, schedules, applications and forms, dialogues, work-related documents (i.e pay stub, accident reports) and articles, reading passages from one to five paragraphs,
- Comprehension
- Factual recall of detailed information
- Main idea
- Compare/contrast
- Drawing conclusions
- Prediction
- Decoding
- Phonetic analysis
- Sound/symbol relations
- Consonants and vowels
- Consonant blends

Writing (26-42 hours)

- Mechanics of writing
- Capitalization
- Sentence punctuation: period, question mark, comma, exclamation mark
- Apostrophes in contractions and possessives
- Spelling
- Sentence and paragraph writing and rewriting
- Form
- Title
- Indentation
- Margins
- Organization
- Topic sentence
- Supporting sentences
- Concluding sentence(s)
- Rhetorical mode (development according to level)
- Description
- Narration
- Process (First draft, edit, final draft)
- Writing simple emails or letters
- Filling out workplace documents

Workplace issues and skills (26-43 hours)

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

Total Hours = 140-224

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?

Yes

Were there any DEIA changes made to this outline?

No

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