

ESL55 : English as a Second Language Level 5 for Work

General Information

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Attachments:	DE Addendum_NCESL_55 COR_10:11:2023 CoDE_11:28:2023.pdf
Course Code (CB01) :	ESL55
Course Title (CB02) :	English as a Second Language Level 5 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) :	CCC000640601
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 55 is for students at the advanced level of English. This course provides English language listening, speaking, reading, writing, grammar, and interpersonal skills for work-related contexts. Culturally-appropriate communication, digital literacy, and critical thinking are integrated throughout the course. Instruction includes English grammar appropriate for workplace and everyday life settings. 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)

Two 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

ESL40 - ENGLISH AS A SECOND LANGUAGE LEVEL 4 (in-development)

Objectives

- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Write a three-paragraph composition that contains an introductory paragraph, a body, and a conclusion.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Demonstrate understanding of the majority of face-to-face speech, recorded, and live dialogues in standard dialect at a normal rate, although some repetition may be required.
- Decode 3,000-word reading passages, identify main ideas and supporting details, make inferences, and summarize short passages.
- Approximate standard American pronunciation well enough to be understood by typical fluent speakers of English.

OR

Prerequisite

Placement is based upon performance on a division placement assessment

OR

Prerequisite

ESL45 - English as a Second Language for Work Level 4 (in-development)

Objectives

- Demonstrate communicative competence with level-appropriate grammar structures and vocabulary in a variety of workplace situations.

- Demonstrate mastery of grammatical structures at a level sufficient to pass unit tests and division grammar mastery test for this level.
- Write a multi-paragraph cover letter or work-related composition that contains an introductory paragraph, body paragraphs, and a conclusion.
- Demonstrate comprehension of the majority of face-to-face speech, recorded and live dialogues, and lectures, although some repetition may be required.
- Read and interpret a variety of authentic workplace documents that may include readings up to 3,000- reading passages, make inferences, and summarize information.

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

- Textbook grammar exercises
- Write multi-paragraph work-related documents or compositions
- Prepare and practice individual or group presentations and projects
- Respond to speaking prompts to practice conversational fluency
- Complete workplace documents
- Read excerpts of informational and fiction sources

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Quizzes and unit tests

Presentation (group or individual)

Individual or small group presentations and projects

Evaluation

Instructor observation of student performance and participation in class activities

Other

Conversations with instructor to assess listening comprehension and speaking ability

Writing Assignment

Writing and speaking assignments

Project/Portfolio

Portfolios of student work

Exam/Quiz/Test

Exit examination

Textbook Rationale

Project Success 5 (2014), and Understanding and Using English Grammar (2017) have newer editions pending; in the meantime, these are the most current editions of these kinds of textbooks.

Textbooks**Author****Title****Publisher****Date****ISBN**

S. Gaer and Sarah Lynn

Project Success 5

Pearson

2014

978-0-13-298513-0

S. Lynn, R. Magy, F. Salas-Isnardi

Future Advanced

Pearson

2020

978-0-13-453789-4

G. Bitterlin, D. Johnson

Ventures Transitions

Cambridge
University Press

2021

978-1-10892520-4

Azar, B.S. & Hagen, S.

Understanding and Using
English Grammar with
MyEnglishLab

Pearson

2017

978-0-13-399459-9

Burlington English

Burlington English

Burlington

2022

Software

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

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

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

Demonstrate mastery of grammatical structures and vocabulary at a level sufficient to pass unit tests and mastery tests for this level.

Demonstrate proficiency with level-appropriate grammar structures and vocabulary in oral and written workplace communication.

Write a multi-paragraph work-related document or composition.

Read and interpret workplace texts and professional correspondence from diverse formats and media.

SLOs

Demonstrate oral communication in a verbal context and/or presentation using Level 5 knowledge in a work-related theme or setting.

Expected Outcome Performance: 0.0

NESLD

Advanced English as a Second Language Certificate of Completion

Communicate in advanced-level conversations to meet needs in community, school and workplace settings.

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

Compose a multi-paragraph work-related text using Level 0-5 appropriate grammar structures, vocabulary, and conventions.

Expected Outcome Performance: 0.0

NESLD

Advanced English as a Second Language Certificate of Completion

Use advanced-level reading and writing to communicate for practical everyday, academic, and workplace needs.

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

Apply Level 5 knowledge, vocabulary, and grammar structures to a workplace situation(s) or exam in a workplace context.

Expected Outcome Performance: 0.0

NESLD

Advanced English as a Second Language Certificate of Completion

Use advanced-level reading and writing to communicate for practical everyday, academic, and workplace needs.

Use advanced-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 (27-43 hours)

- Sentence Structure
- Reported and quoted speech
- Sentence Elements
- Noun Clauses
- Independent vs. dependent clauses
- Embedded Questions
- Reporting Verbs
- Adjective Clauses
- Possessive Object of preposition
- Noun as a modifier
- Gerunds and infinitives
- Past
- Passive
- Past-passive
- Verb Tenses and modes
- Tenses in active and passive voice
- Future perfect
- Future perfect continuous
- Conditionals, wishes, and subjunctives; future, present and past
- Verbs followed by infinitives
- Verbs followed by gerunds
- Phrasal Verbs: transitive/separable and inseparable, intransitive
- Adverb Clauses to show condition, contrast
- Connectives expressing cause and effect, contrast, and condition
- Articles

Listening Comprehension (14-22 hours)

- Inference and deduction

- Analysis of speeches, lectures, situational work related dialogues, and films
- Non-native English accents and regional dialects

Speaking (27-43 hours)

- Pronunciation
- Discrimination and production of sounds and intonation patterns
- Word and sentence stress
- Reductions that occur in rapid speech
- Oral work-related Communication
- Cross-cultural factors related to communication
- Dialogues, speeches, and communicative tasks
- Summarizing or reacting to written or spoken material Idioms, sayings, expressions, euphemisms
- Presentations (research on occupations, career-pathways, career-planning, etc.)

Reading (22-37 hours)

- Vocabulary Building
- Colloquialisms, slang and idioms Jargon and technical vocabulary
- Use of deduction for word meaning from context
- General and work-related reading
- Pre- and post-reading strategies
- Researching information
- Reading documents e.g. emails, cover letters, memos, ads, contracts, policies, reports, business articles, blogs, meeting agendas, meeting minutes
- Length: several-page articles and passages; short novels or non-fiction text
- Comprehension
- Identification of rhetorical modes
- Factual recall of detailed information
- Analysis of themes, meanings, and ideas
- Inference and prediction
- Paraphrase and summary
- Skills
- Review of skimming and scanning
- Fluency

Writing (25-39 hours)

- Multi-paragraph essay or work-related document e.g. email, memo, business letter, instructions, self-evaluation, resume, report, cover letter, etc.
- Essay structure: thesis statement, introductory paragraph, body, conclusion
- Business correspondence structure: subject line, salutation, body, closing, signature
- Organization: unity, development, coherence
- Process: pre-writing, first draft, revision, editing, final copy
- Types of rhetorical development
- Classification/definition
- Example/Illustration
- Description
- Narration
- Comparison/Contrast
- Argumentation/Persuasion
- Process
- Summary
- Mechanics of writing
- Identification and elimination of fragments, comma splicing, and run-on sentences
- Punctuation: question marks, comma, semi-colon, hyphen, dash

Workplace issues and skills (25-40 hours)

- Job-seeking skills
- Communicating with co-workers, supervisors, and customers
- Goal-setting
- Developing interpersonal skills
- Giving instructions
- Managing others
- Responding to criticism
- Problem-solving
- Workplace safety and policies
- Cross-cultural issues

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?

Yes

If yes, in what areas were these changes made:

- Course Content

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