

Glendale College

Course Outline of Record Report

Course ID 000141
Cyclical Review - November 2025

ESL1 : English as a Second Language Literacy

General Information

Author:	<ul style="list-style-type: none"> Paul Brazeau Richer, Margaret
Course Code (CB01) :	ESL1
Course Title (CB02) :	English as a Second Language Literacy
Department:	NESLD
Proposal Start:	Fall 2026
TOP Code (CB03) :	(4930.87) English as a Second Language–Integrated
CIP Code:	(32.0108) Developmental/Remedial English.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000619241
Curriculum Committee Approval Date:	11/26/2025
Board of Trustees Approval Date:	01/13/2026
Last Cyclical Review Date:	11/26/2025
Course Description and Course Note:	ESL 1 Literacy is a pre-beginner class for students with no English or who are very new to English. Students learn the alphabet letters and sounds, numbers, time, money, greetings, and everyday words. Students also listen, speak, read, and write letters, numbers, simple words, and sentences in present tenses. Topics include personal information, classroom, time, places, family, food, body, home, shopping, and North American culture. Lecture 160-224 hours.
Justification:	Mandatory Revision Content Change
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Online
Author:	<ul style="list-style-type: none"> Paul Brazeau Richer, Margaret
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

Last Course Offering

When was this course last offered (term and year)?

Fall, 2025

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)

Seven 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	160 - 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.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	160 - 224	280 - 448
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	160 - 224
Laboratory	0
Studio	0
Total	160 - 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

Units and Hours: Profile Name

Summary

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

Detail

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No Value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: Profile Name - Weekly Specialty Hours

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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

Placement is based on taking the placement workshop.

Entry Standards

Entry Standards	Description
Demonstrate phonemic and phonics awareness in English or a foreign language.	No Value
Identify and use words and numbers to verbally communicate basic needs in English or in a foreign language.	No Value
Read simple words or signs in English.	No Value
Write basic personal information on standardized forms.	No Value
Follow instructions and commands given by the instructor.	No Value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)
No Value

Specifications

Methods of Instruction	
Methods of Instruction	Lecture

Methods of Instruction	Laboratory
Methods of Instruction	Multimedia
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations
Methods of Instruction	Field Activities (Trips)
Methods of Instruction	Guest Speakers
Methods of Instruction	Presentations
Out of Class Assignments	
<ul style="list-style-type: none"> • Listening, speaking, reading, and writing practice • Real-world application assignments, including community engagement, workplace preparation, and civic participation • Technology-enhanced assignments • Research projects • Family and life skills integration, including practical application tasks 	
Methods of Evaluation	Description of Activity/Interaction
Other	Ongoing observation and documentation
Project/Portfolio	Portfolio assessment
Exam/Quiz/Test	Performance-based assessment
Exam/Quiz/Test	Summative assessments using competency-based evaluations
Project/Portfolio	Project-based assessment
Exam/Quiz/Test	Standardized assessments, including EL Civics and CASAS
Exam/Quiz/Test	Authentic assessment
Exam/Quiz/Test	Accommodated assessments: differentiated evaluation methods
Textbook Rationale	

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Bitterlin, Gretchen, et al.	Ventures Basic Student's Book and Workbook	New York: Cambridge	2018	978-1108449533
Nishio, Yvonne Wong	Future Intro Student Book and Workbook	White Plains: Pearson	2019	978-0134537948

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

No Value

Learning Outcomes

Course Objectives

Write, read, and speak the uppercase and lowercase letters of the English alphabet.

Use numbers 1-100 for time, dates, order, and personal information.

Use basic greetings and introductions.

Talk about daily activities.

Ask for and give information such as locations, prices, sizes, personal information, etc.

Understand and use simple present and present continuous tense in basic sentences.

Recognize and use basic vocabulary such as classroom, time, family, food, body, home, shopping etc.

Understand simple directions.

Read simple words and sentences.

Apply basic North American social rules for greetings, the classroom, and daily life.

Use course technology and type simple words and sentences in online forms.

SLOs

Listen and respond verbally to practical everyday questions using literacy-level English. Expected Outcome Performance: 70.0

Write personal information and responses using literacy-level structures and vocabulary. Expected Outcome Performance: 70.0

Understand basic vocabulary, phrases, and simple sentences for practical reading or listening tasks and/or assessments. Expected Outcome Performance: 70.0

Use basic American greetings and polite phrases at a literacy level. Expected Outcome Performance: 70.0

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

Listening & Speaking (36–50 hours)

- Pronunciation
- Correct use of vocal organs in sound production
- Grapheme/phoneme (letter/sound) correspondences
- Reductions and blending
- Word and sentence stress
- Intonation patterns
- Repetition of words and phrases for clarification and to improve pronunciation
- Oral reading of words, text, and supplemental material
- Oral exercises reinforcing grammar and vocabulary
- Oral communication
- Dialogue recitation
- Asking simple questions

- Answering simple questions with yes/no, one word, or short- phrase responses
- Controlled and free conversation
- Recognition
- Sound discrimination of minimal pairs
- Syllabication and word stress
- Reductions, blends, and sentence stress
- Comprehension
- Classroom vocabulary: instructions and requests
- Simple questions and answers
- Text material and related dialogues
- Controlled and free conversation

Reading (36–50 hours)

- Phonemic awareness and phonics knowledge
- Sound-letter correspondence
- Identification and manipulation of phonemes or sounds
- Correlation between sounds and letters of the English
- Beginning decoding skills
- Recognition and production of consonant sounds
- Recognition and production of long and short vowels
- Sight word recognition
- Oral reading: pronunciation, intonation, and stress
- Vocabulary building
- Comprehension of words, phrases and simple sentences

Writing (36–50 hours)

- Alphabetic knowledge
- Tracing and copying uppercase and lowercase letters
- Independent printing of uppercase and lowercase letters
- Automatic letter formation
- Mechanics of writing
- Orientation of paper, direction of writing, and writing on a line
- Capitalization in sentences and proper names
- Punctuation: periods, question marks, exclamation points, commas, apostrophes
- Copying familiar words, phrases and high-frequency expressions previously produced orally
- Simple sentence writing: affirmative, interrogative, and imperative
- Spelling
- Forms
- Writing checks
- Addressing envelopes
- Filling in personal information on general forms
- Filling out job applications
- Writing signatures

Life Skills Emphasis Areas (15 - 22 hours)

- Names and personal information
- Time and the calendar
- Money
- School
- Family
- Food
- Health
- Work
- Numbers

Grammar (37–52 hours)

- Sentence structure - word order
- Simple declarative statements
- Yes/no questions and short answers
- Information questions with what, where, when, who, what time, how much, and how many
- Imperatives
- Sentence elements
- Nouns: common, proper, plural, and possessive
- Subject pronouns
- Verb tenses and modes
- Simple present

- Imperatives
- Auxiliary: do/does
- Existentials: there is/there are
- Present continuous
- Articles
- Demonstratives: this, that, these, those
- Prepositions: in, on, at, to, from
- Personal pronouns
- Possessive **adjectives**
- Contractions

Total Hours: 160-224

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

Yes

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

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

- No

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

No Value