

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

ENGLISH AS A SECOND LANGUAGE 025 – ESL WORKPLACE SKILLS LAB

3 hours laboratory, 1 unit

Catalog Description

ESL instruction in preparation for a vocational program. Students will work independently to complete computer modules in a vocational area in order to increase knowledge of vocabulary and subject matter. Provides complementary instruction in language and academic skills necessary to succeed in a vocational program. Vocational areas offered will be listed in the class schedule. **Pass/No Pass only. Non-degree applicable.**

Prerequisite

None

Course Content

- 1) Occupational vocabulary including proper modes of address, names of skills necessary to perform the job, names of tools used, names of materials needed, and basic jargon as utilized in the industry.
- 2) Reading skills include comprehension and analysis of basic vocational passages utilizing new vocabulary. Readings focus on basic concepts and skills necessary in chosen vocational area.
- 3) Writing skills include the creation of basic business letters, memos, and the completion of occupational forms and materials using standard business English as appropriate to chosen vocational area.
- 4) Grammar skills include comprehension and usage of the present, present progressive, regular and irregular past, past progressive and future forms of verbs; present forms of modals, prepositions of place, possessive nouns, and comparison adjectives in reading and writing activities.
- 5) Computer skills include basic usage of software in vocational and language programs to facilitate completion of modules.

Course Objectives

Students will be able to:

- 1) Learn vocabulary in the chosen vocational area and correctly use it in writing activities.
- 2) Read and analyze forms, manuals and other printed materials associated with the chosen vocational area.
- 3) Write sentences, paragraphs and letters as appropriate to vocational area chosen.
- 4) Practice and correctly use basic grammar skills in writing.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Computer module assignments (vocational and language areas)
- 2) Vocational-based writings and journals
- 3) Completion of student program

Special Materials Required of Student

- 1) Dictionary

- 2) Electronic storage media

Minimum Instructional Facilities

- 1) Smart classroom
- 2) Computer lab

Method of Instruction

- 1) Students meet with instructor to select vocational area and design program of language and vocational study. As semester progresses, students and instructor modify and expand program to meet student needs.
- 2) Work independently at computer stations to complete language and vocational modules as appropriate to chosen vocational area.
- 3) Complete journals and occupational writings; content knowledge, vocabulary usage, and basic grammar skills will be assessed in the assignment of further language and occupational modules.

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required: None
- 2) Supplemental: None

Student Learning Outcomes

Students having successfully completed this course will be able to:

- 1) Read and analyze forms, manuals and other printed materials associated with the chosen vocational area.
- 2) Write sentences, paragraphs and letters as appropriate to vocational area chosen.