

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

ESL 352A - ESL Workforce Training Adult Education

0 Unit(s)

Prerequisite(s): NONE

Recommended Prep: NONE

Transfer Status: NT

200 hours Lecture

This course is an intensive language acquisition course that prepares non-native speakers of English to enter the work force. The focus is on building communication skills necessary to succeed at entry level positions in a variety of jobs. This course is designed to meet state and county requirements for the CalWORKs program. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Use listening strategies to facilitate workplace communication
- B. Demonstrate the oral language proficiency needed to communicate well in a work setting.
- C. Utilize the common types of reading expected on the job.
- D. Put into use the common types of writing expected on the job.
- E. Practice the interpersonal communication skills needed to work effectively with others.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Culture of Work Comparative cultural analysis of work Worker's rights and responsibilities Work schedule Benefits	25.00
2. Employment Expectations Teamwork Punctuality Following procedures, especially safety Thinking creatively Understanding the organizational structure Taking initiative	25.00
3. Listening Strategies Active listening Asking for help/clarification Following oral instructions	25.00
4. Oral Language Interviewing skills Communicating with co-Workers/supervisors Communicating with customers Talking on the telephone	25.00

5.	Reading	25.00
	Understanding written instructions	
	Understanding work schedules	
	Reading manuals, forms, charts, diagrams	
	Understanding pay stubs, W-4s, etc.	
6.	Writing	25.00
	Writing legibly	
	Recording dates, times, information accurately	
	Filling out applications, charts and forms accurately	
	Filing for unemployment	
	Writing Resumes	
7.	Interpersonal/Cross-Cultural	25.00
	Non-verbal communication	
8.	Communication	25.00
	Teamwork	
	Problem-solving	
	Cultural analysis for workplace communication	
	Total Hours	200.00

IV. **METHODS OF INSTRUCTION**

- A. Lecture
- B. Guest Speakers
- C. Collaborative Group Work
- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Discussion
- F. Demonstrations
- G. Role-playing and dialogues
- H. Job-related tasks
- I. Site visits

V. **METHODS OF EVALUATION**

- A. Class participation
- B. Oral and written tasks
- C. Self-evaluation/student portfolios

VI. **EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
- B. Writing Assignments
- C. Out-of-Class Assignments

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. -Vacco, E., & Jablon, P. At Work in the U.S.. New Readers Press, 2003.

Materials Other Than Textbooks:

- A. Employment applications
- B. Work-related forms
- C. Workplace safety instructions
- D. Calculator, tape measure, file boxes
- E. Employment ads

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