



Los Angeles Community College District

NON-CREDIT COURSE OUTLINE

Section I: BASIC COURSE INFORMATION

OUTLINE STATUS: New Course, 2005-2006

- 1. COLLEGE: Southwest
2. SUBJECT (DISCIPLINE) NAME (40 characters, no abbreviations): Noncredit English as a Second Language
3. COURSE NUMBER: 011CE
4. COURSE TITLE: Vocational English as a Second Language - I
5. CATALOG COURSE DESCRIPTION -- Provide a brief description of the course, including an overview of the topics covered:

ESL 011CE is an open-entry competency-based class for intermediate non-native speakers of English. This course emphasizes the acquisition of the English language needed to function effectively in the workplace.

- 6. CLASS HOURS: Under "total hours per term," indicate the total number of hours the average student will need to complete the course objectives in section II. To determine the number of standard hours per week, divide the total hours by 18.

Table with 3 columns: Category, Total Hours per term, Standard Hours per week (total hours per term divided by 18 weeks). Rows include Lecture hours (54.00, 3.00), Lab hours, and Total hours (54.00, 3.00).

- 7. LIMITATIONS ON ENROLLMENT (see Title 5, section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

None

1 Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.

Section II: COURSE CONTENT AND OBJECTIVES

1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE – Lecture: Outline topics included in the lecture portion of the course, if applicable. <i>(Outline reflects course description, all topics covered in class)</i>	Hours per topic	COURSE OBJECTIVES – Lecture: Upon successful completion of this course, the student will be able to... <i>(Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”)</i>
Communicate personal information 1. Respond appropriately to common personal information questions 2. Complete a personal information/job application form 3. Discuss abilities and interests	8	1. Demonstrate the ability to answer typical questions regarding personal information, interests, experience and abilities in mock job interviews.
Using resources 1. Interpret maps and schedules 2. Identify how and when to obtain social and government services (Social Security, EDD) and how to interact with service providers 3. Read schedules and charts	8	2. Demonstrate comprehension of basic resources/information sources by completing various written tasks including authentic documents and forms. 3. Use basic work-related words and phrases both in written and oral responses.
Occupations 1. Common occupations 2. Education and experience requirements 3. Job duties and responsibilities	16	4. Demonstrate the ability to use the English language for positive interpersonal communication at the workplace in role-play situations.
The work environment 1. Greeting and addressing people 2. Asking for clarification 3. Telephone - answering, taking and leaving messages 3. Asking for help 4. Apologizing, giving explanations and offering help 4. Understand and use general work-related vocabulary	18	5. Identify common occupations and the required skills and education for each in order to complete comparative analyses or participate in group presentations.
Safety 1. Showing concern for safety 2. Talking about dangerous situations 3. Understanding safety rules 4. Warning people about safety hazards 5. Understanding company rules 6. Using safety equipment	6	6. Demonstrate understanding of safety rules and regulations by orally or in writing report accidents, work-related injuries or unsafe working conditions.

		<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Demonstrate the ability to answer typical questions regarding personal information, interests, experience and abilities in mock job interviews. 2. Use basic work-related words and phrases both in written and oral responses. 3. Demonstrate the ability to use the English language for positive interpersonal communication at the workplace in role-play situations.
Total Lecture hours		54

<p>COURSE CONTENT AND SCOPE -- Laboratory: Outline topics included in the laboratory portion of the course, if applicable. <i>(Outline reflects course description, all topics covered in class)</i></p>	<p>Hours per topic</p>	<p>COURSE OBJECTIVES – Laboratory: Upon successful completion of this course, the student will be able to... <i>(Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”)</i>²</p>
Total Lab hours		

Bloom’s Taxonomy

SIMPLE SKILLS <<----->> COMPLEX SKILLS					
			Critical Thinking		
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define	translate	interpret	distinguish	compose	judge
repeat	restate	apply	analyze	plan	appraise
record	discuss	employ	differentiate	propose	evaluate
list	describe	use	appraise	design	rate
recall	recognize	demonstrate	calculate	formulate	compare
name	explain	dramatize	experiment	arrange	value
relate	express	practice	test	assemble	revise
underline	identify	illustrate	compare	collect	score
	locate	operate	contrast	construct	select
	report	schedule	criticize	create	choose
	review	shop	diagram	set up	assess
	tell	sketch	inspect	organize	estimate
				prepare	

² In general “activity” courses or portions of courses are classified a “laboratory.”

			debate inventory question relate solve examine categorize		measure
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2. REQUIRED TEXTS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Saslow J; Collins, T.	Workplace Plus 3	2 nd Edition	2003 Pearson Educ.
Zwier, L	English for Work	1 st Edition	2003 New Readers Press
Vacco, E.	At Work in the US	1 st Edition	2003 New Readers Press

3. SUPPLEMENTARY READINGS:

Reading assignments may include, but are not limited to the following:

Students may read manuals, job descriptions, help wanted ads and Career Outlook reports. A typical assignment may be to find information to complete an information chart about a specific assigned occupation.

4. REPRESENTATIVE OUTSIDE ASSIGNMENTS:

Out of class assignments may involve, but are not limited to:

Conduct an interview in English about someone's job and report the information to the class.
Job shadow a worker and report the information to the class

5. SUPPLIES:

List of supplies the student must provide:

None

6. INFORMATION COMPETENCY:

Information competency is the ability to find, evaluate use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technological literacy, Information competency includes consideration of the ethical and legal implications and requires the application of both critical thinking and communications skills. If applicable, explain how information competency is included in the course.

Students may gather information from various sources in order to compare and contrast career options and interpret information about the local job market.

7. COMPUTER/INFORMATION COMPETENCY:

If applicable, explain how computer/information competency is infused into the course.

Students may search job opportunities on the internet and research careers for group presentations.

8. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is infused into the course.

Students of all ethnicities share their cultures while learning English

9. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (**S**ecretary's **C**ommission on **N**ecessary **S**kills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

RESOURCES

- Managing Time:** Selecting relevant goal-related activities, ranks them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

INTERPERSONAL

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others using oral, written, graphic, pictorial, or multimedia methods.

- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshoots Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

Section III: SUPPLEMENTAL COURSE INFORMATION

1. **ORIGINATOR:** Marian Ruane
2. **DEPARTMENT:** Noncredit English as a Second Language
3. **SUBJECT CODE** -- 3 characters, assigned by District Office: 402
4. **SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: CE ESL
5. **SPC CODE** -- 3 characters, assigned by District Office:
6. **REPETITIONS** -- Number of times course may be repeated for credit (three maximum):

How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, "course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained."

Repeatable as a noncredit course

5. **COURSE CLASSIFICATION** (choose only one)

Adult and Secondary Basic Skills

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an "Occupational" Course Classification must have an "Occupational" TOP Code **and** a SAM Code of A, B, C, or D; courses that do not have an "Occupational" Course Classification cannot have an Occupational TOP Code **and** must have an "E" SAM Code. Courses coded as "basic skills" in #11 should be coded "Adult and Secondary Basic Skills."

6. **SAM CODE (Student Accountability Model)**
(choose only one):

D – Possibly Occupational

SAM Codes (see, CCC Chancellor's Office *Student Accountability Model Operations Manual*, 1984) should be assigned as follows:

Priority "A" – Apprenticeship: Courses designed for an indentured apprentice, which must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards.

Priority "B" – Advanced Occupational: Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter "B" should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled "B." "B"-level courses must have Priority "C" pre-requisites in the same program area.

Priority "C" – Clearly Occupational: Courses generally taken by students in the middle stages of their programs, which should be of difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C" level course should provide the student with entry-level job skills.

Priority "D" - Possibly Occupational: "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational Programs.

Priority "E" -- Non-occupational.

BASIC SKILLS -- Title 5, section 55502(d) defines "basic skills as "courses in reading, writing, computation, and English as a Second Language which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)."

Yes

7. IS THIS COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES?

No

Section IV – CHANCELLOR’S OFFICE INFORMATION

1. **COLLEGE & COLLEGE CODE:** Southwest – 195387

2. **STATIC COURSE IDENTIFIER (Subject Code + Course Number):** 402 011CE CE

3. **FTES (Previously ADA) ELIGIBLE AREA** -- Assign the code which describes the primary area in which the course is offered. For each area, specific TOP Codes must be entered. These codes are listed under each area as follows:

A -- English as a Second Language.

4. **TOP CODE – (6 digits XXXX.XX)** 4930.80

Course content should match discipline description in Taxonomy of Programs found at www.cccco.edu/cccco/esed/curric/curriculum.htm

Category/TOP Code

Parenting TOP Codes: 13004.20, 1304.60, 1304.00-1304.20, 2107.10-2107.30

Elementary and secondary basic skills TOP Codes: 2107.70, 4930.00-4930.72

English as a second language TOP Codes: 4930.80-4930.89

Citizenship for immigrants TOP Codes: 4930.90

Education program for substantially handicapped TOP Codes: 4930.30-4930.33

Short-term vocational programs with high employment potential TOP Codes (Vocational)

Education programs for older adults. All TOP Codes:

Eligible courses for older adults may include offerings in the following subjects: Health, Consumer Resources, Self-Management and Entitlements, Therapy

Education programs in home economics TOP Codes: 1300.00-0808.00, 0808.20, 0835.10, 0837.00, 1399.99, 0899.00, 1200.00-1299.99, 1305.30, 2101.20-2101.50, 2104.30, 2107.40, 2107.80, 2102.60

Health and safety education TOP Codes: 0808.00, 0808.20, 0835.10, 0837.00, 0899.00, 1200.00-1299.99, 1305.30, 2101.20-2101.50, 2104.30, 2107.40, 2107.80, 2102.60

5. **CERTIFICATION OF MUTUAL AGREEMENT** --: 0-Approval requested for "adult basic education"

Note: For items 1-3, the District must have a required annual update of certification of mutual agreement under Education code Sections 8512 and 8530-8534

6. **SPECIAL PROGRAM IDENTIFIER**-- Indicates course and section are part of a special program and the nature of that program: 0 -- Not Applicable

7. **PRIMARY METHOD OF COURSE EVALUATION:** 4-Competency Based Tests

8. **TEACHING MATERIALS:** 1-Published textbook

9. **METHOD OF INSTRUCTION** (select all that apply):

(a) Lecture, Demonstration

- (b) Laboratoy
- (c) Workshop
- (d) Instructional Aide
- (e) Lecture Series
- (f) Computer Assisted

10. DEMONSTRATION OF NEED: Identify the *primary* method used to determine the need for this course: **1-Manpower needs projections**

11. COURSE OBJECTIVES – From the list below, choose the three most important objectives of the course; however, other objectives may exist. No order of importance is requested and all three objectives may be chosen from any one group:

(a)13 (b) 24 (c)21

GENERAL KNOWLEDGE - BREADTH

THE FAMILIARITY WITH AN UNDERSTANDING OF FACTS AND PRINCIPLES ACROSS SEVERAL BROAD FIELDS.

- 01 Broad general theory in the discipline
- 02 Social attitudes in terms of the relationship of the individual student to the discipline.
- 03 Cultural knowledge relating the discipline to the culture.

SPECIALIZED KNOWLEDGE – DEPTH

- 11 Acquisition of essential abstract theory for the discipline.
- 12 Mastering of facts and basic principles of the discipline.
- 13 Knowledge of vocabulary and meaning of terms related to the discipline.

SKILL DEVELOPMENT – APPLICATION

- 21 Knowledge skills – The ability to relate general or specialized knowledge relevant to a problem and to implement a solution; also, the ability to locate, retain and apply relevant knowledge.
- 22 Critical thinking and reasoning skills – The ability to formulate and analyze problems and to employ rational processes to achieve increased understanding (e.g., the recognition of biased points of view in a speech or a book; the recognition of cause-and-effect relationships).
- 23 Creative skills – The ability to design, produce or otherwise bring into existence original perspectives, explanations and implementations (e.g., the production of unique communication; the development of an effective plan or solution to a problem or the creation of works of art).
- 24 Communication skills – The ability or competence to read, write, speak and listen, the ability to convey information, attitudes and emotions and the ability to receive an interpret communications. In addition, these skills encompass non-oral, communications.
- 25 Motor skills – The ability or competence in tasks requiring physical dexterity and skill.
- 31 Physical health – The physical well being of students.
- 32 Mental health – The mental well being of students.
- 33 Change/Stability – Attitudes toward new and different ideas, relationships, products or methods. The desire to introduce, avoid or be associated with changes.
- 34 Self-Concept – The feeling and acceptance of oneself as having basic worth and value.

SECTION V: APPROVAL STATUS

1. APPROVAL STATUS:

- | | | |
|--------------------------------------------------------------------------|--------------------------------------|-------------------------|
| <input type="checkbox"/> New Course | Board Approval Date: | Effective Semester: |
| <input checked="" type="checkbox"/> Addition of Existing District Course | College Approval Date:
09/20/2005 | Effective Semester: S06 |
| <input type="checkbox"/> Course Change* | College Approval Date: | Effective Semester: |
| <input type="checkbox"/> Outline Update | College Approval Date: | Effective Semester: |

* Complete Course Change form. Course changes require college approval; in some cases districtwide approval is also required. See, Administrative Regulation E-65, section 3(b) for details.

Section VI: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(To be completed in consultation with Department Chair and the appropriate academic administrator)

1. **ORIGINATOR:** Marian Ruane
2. **DEPARTMENT:** Noncredit English as a Second Language
3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing courses: List courses and number of sections to be deleted:

First year: Second year: Third year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

ESL 42CE will not be offered on campus during the same session as ESL 11CE unless there is a demonstrated need.

4. **IMPACT** -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

Yes

Students will be prepared to better succeed in college certificate courses; LA Times Literacy at Work Project, Los Angeles Job Corps and South Bay Workforce Investment Bureau have approached LASC to partner with LACC in job training preparation in ESL.

5. METHOD OF SUPPORT -- Indicate how the college plans to support the proposed course:

Additional staff needed: None

Classroom type needed: Existing

Equipment needed -- List new equipment needed and indicate funding source for any new equipment:

None

Supplies needed: -- List supplies and indicate dollar value:

None

Library/Learning Resources -- List Library and Learning Resources needed, including the cost and funding source for needed resources:

Existing

CERTIFICATION AND RECOMMENDATION

This course meets Title 5 and Education Code requirements for Non-Credit Course.

We certify that the information and answers above properly represent this course.

Marian Ruane	11/07/05
Originator	Date
Linda Larson-Singer	12/02/05
Articulation Officer	Date
Shelley Werts	11/09/05
Librarian	Date
Sharon Maselli	11/29/05
Department/Cluster Chairperson	Date
Leticia Barajas	11/17/05
Dean (if applicable)	Date
Linda Larson-Singer	12/02/05
Curriculum Committee Chairperson	Date
Reggie Morris	12/06/05
Academic Senate President	Date
Leige Henderson	12/06/05
Vice President, Academic Affairs	Date
Audre Levy	12/12/05
College President	Date