ESL M902: LOW-INTERMEDIATE NONCREDIT ESL

Originator
ssims

Co-Contributor(s)

Name(s)
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College
Moorpark College

Discipline (CB01A)
ESL - English as a Second Language (ESL)

Course Number (CB01B)
M902

Course Title (CB02)
Low-Intermediate Noncredit ESL

Banner/Short Title
Low-Intermediate Noncredit ESL

Credit Type
Noncredit

Start Term
Spring 2021

Catalog Course Description
Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the low-intermediate student with a foundation in English speaking, reading, and writing. Emphasizes communication, past and future verb tenses, and vocabulary related to work and school.

Taxonomy of Programs (TOP) Code (CB03)
4930.87 - English as a Second Language—Integrated2

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
B - The Course is a Basic Skills Course

SAM Priority Code (CB09)
E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
K - Other Noncredit Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
C - Three levels below transfer

Course Noncredit Category (CB22)
A - English as a Second Language (ESL)

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
2 - Not Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Special Characteristics Code Descriptor
BI - Bilingual Instruction (a system of instruction that builds upon the language skills of a student whose primary language is not English or derived from English)

Field trips
Will not be required

Grading method
(P) Pass/No Pass Grading

Alternate grading methods
(O) Student Option- Letter/Pass

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
61.25
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
70

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
61.25
Total Maximum Student Learning Hours
70

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	write grammatically correct simple, compound, and complex sentences.
2	respond to oral presentations with relevant questions or answers.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	listening, speaking, pronunciation: demonstrate comprehension of brief oral presentations and videos by responding with relevant questions or answers with intelligible pronunciation; hold simple conversations with instructor and classmates. (listening, speaking, pronunciation)
2	read basic sentences and paragraphs related to work and school. (reading)
3	identify parts of a sentence in oral and written sentences; correctly use singular and plural nouns, simple past and future verb tenses. (grammar and sentence structure)
4	write simple and compound sentences; write short unified paragraphs using topic sentences and correct grammar and sentence structure. (writing)
5	recognize and use vocabulary related to work and school. (vocabulary)
6	use a calendar for time management of assignments; take notes on lectures, discussions, and readings. (study skills)
7	demonstrate keyboarding and file management skills; use a word-processing program for assignments; use the Internet for ESL-related activities and videos. (computer skills)

Course Content

Lecture/Course Content

(10%) Writing
- Write a narrative paragraph about important life events
- Use commas after time phrases and transitions at the beginning of sentences
- Use *because* to explain reasons
- Use correct capitalization for proper nouns
- Write a formal email of complaint
- Write a thank-you note for a gift
- Format handwritten paragraphs: indent, center title, include heading

(15%) Reading
- Read and understand short magazine interviews
- Skim interview questions to determine interview focus
- Scan text to locate names and dates
- Locate examples for a main idea while reading
- Reading and understanding a letter of recommendation

(15%) Grammar and sentence structure
- Use when to ask questions in the simple past
- Use time phrases
- Distinguish and use *someone, some, anyone, everyone*, and *no one* correctly
- Use comparatives and superlatives to compare two more nouns
- Understand and use coordinating conjunctions – but, and, or—correctly
- Ask questions using *which*
- Make offers using *would you like…?*

(20%) Speaking, pronunciation
- Pronounce -ed endings in simple past
- Pronounce -s ending in simple present
- Understand and use falling and rising intonation in questions
- Discuss events that happened in the past using time phrases
- Ask and answer questions about completed actions
- Explain choices using *because*
- Make polite offers

(20%) Listening comprehension

- Understand parts of a narrative
- Understand a basic conversation
- Understand and respond appropriately to basic wh-questions
- Understand signposts used to explain reasons and results (because, because of, so, and so, etc.)

(5%) Computer skills
- Compose and send a short email
- Capitalize words in a typed paragraph
- Change font size and type in word processing software
- Format a typed paragraph using word processing software: center title, indent, etc.

(5%) Study skills
- Identify tutoring services offered on campus
- Revise written assignments based on instructor feedback
- Create and maintain a study calendar

(10%) Vocabulary
- Use descriptive adjectives for nouns
- Understand and use vocabulary for describing homes
- Understand and use vocabulary for discussing job duties and responsibilities
- Use time phrases to order events in speaking and writing

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Classroom Discussion
Objective exams
Oral presentations
Participation
Quizzes
Reports/Papers/Journals
Skills demonstrations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Class activities
Class discussions
Distance Education
Lecture
Small group activities

Describe specific examples of the methods the instructor will use:
- Present grammatical concepts.
- Guide students in conversations.
- Model writing strategies.
- Model pronunciation and speaking skills.
- Teach basic computer skills.

Representative Course Assignments

Writing Assignments
- Short journal entries responding to work-related readings and discussions.
- Short unified paragraphs using topic sentences and correct grammar and sentence structure.
- Homework in textbook or handouts.

Critical Thinking Assignments
- Maintain a calendar for time management of assignments; take notes on lectures, discussions, and readings.
- Discuss conventions and expectations in the American workplace and classroom.
- Identify main ideas in readings.

Reading Assignments
- Read long paragraphs and answer multiple-choice comprehension questions
- Locate main ideas and supporting details in a long paragraph
- Read peers' papers and report information to class
- Read and understand a work timesheet
- Read and understand timetables and schedules for events/classes
- Read and respond to a formal email of complaint

Skills Demonstrations
- Complete oral presentations in class using target grammar and vocabulary
- Write paragraphs incorporating new vocabulary and grammatical structures
- Revise written work based on instructor feedback
- Complete weekly or bi-weekly assessments on course material

Outside Assignments

Representative Outside Assignments
- Prepare brief oral presentation that uses intelligible pronunciation.
- Watch videos or TED (Technology, Entertainment, Design) talks on the English language.
- Complete readings and exercises in the textbook.

Textbooks and Lab Manuals

Resource Type
Textbook

Description
Azar, Betty, and Stacy A. Hagen. *Fundamentals of English Grammar*. 5th ed., Pearson, 2019.

Resource Type
Textbook

Description
Bitterlin, Gretchen, et al. *Ventures; Transitions. Level 5*. 2nd ed., Cambridge UP, 2018.

Resource Type
Textbook

Description
Richards, Jack. *Interchange; Intro, A Student's Book with Online Self*-Study. 5th ed., Cambridge UP, 2017.

Resource Type
Textbook

Description
Adelson-Goldstein, Jayme, and Norma Shapiro. *Oxford Picture Dictionary*. 3rd ed., Oxford UP, 2016.

Resource Type
Textbook

Description

Santamaria, Jenni Currie, and Jayme Adelson-Goldstein. *Step Forward; Introductory Student Book: Standards-based Language Learning for Work and Academic Readiness*. 2nd ed., Oxford UP, 2017.

Library Resources

Assignments requiring library resources

Use of computers in the Library/Learning Resources building's Open Access Computer Lab; Internet access.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Utilize library collection to access books about English language topics such as vocabulary, pronunciation, listening, speaking, reading, writing & grammar.

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Post short readings. Students answer comprehension and critical thinking questions about them.
E-mail	Individual interaction between instructor and student.
Other DE (e.g., recorded lectures)	Recorded lectures on the elements of grammar, writing, reading and listening.
Synchronous Dialog (e.g., online chat)	Instant messaging.
Video Conferencing	Instructor will hold regularly-scheduled online office hours.

Hybrid (51%–99% online) Modality:

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Video Conferencing	Instructor will hold regularly-scheduled online office hours.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Post short readings. Students answer comprehension and critical thinking questions about them.
E-mail	Individual interaction between instructor and student.
Other DE (e.g., recorded lectures)	Recorded lectures on the elements of grammar, writing, reading and listening.
Synchronous Dialog (e.g., online chat)	Instant messaging.
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Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online
On campus

Primary Minimum Qualification
ESL

Review and Approval Dates

Department Chair
9/26/2020

Dean
10/1/2020

Technical Review
10/15/2020

Curriculum Committee
10/20/2020

DTRW-I
MM/DD/YYYY

Curriculum Committee
MM/DD/YYYY

Board
MM/DD/YYYY

CCCCO
11/18/2020

Control Number
CCC000592428

DOE/accreditation approval date
MM/DD/YYYY