

ESL M904: ADVANCED 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)

M904

Course Title (CB02)

Advanced Noncredit ESL

Banner/Short Title

Advanced Noncredit ESL

Credit Type

Noncredit

Start Term

Fall 2021

Catalog Course Description

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the advanced student with a strong foundation and experience in English speaking, reading, and writing. Prepares students for success in credit ESL and other courses as well as for the workplace.

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)

A - One level 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 | deliver an oral presentation in class. |
| 2 | prepare a resume and job application materials. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | watch and discuss TED (Technology, Entertainment, Design) talks; make oral presentations in class; teach a simple lesson to classmates; participate in simulated job interview. (listening, speaking, pronunciation) |
| 2 | read articles or essays on work- and school-related topics; read a short or abridged book. (reading) |
| 3 | comprehend and produce, both orally and in writing, simple, compound, and complex sentences using correct noun plurals; verb tenses, active and passive voice, infinitives, gerunds, and participles; and indefinite articles. (grammar and sentence structure) |
| 4 | write simple, compound, and complex sentences using correct noun plurals, verb tenses, and indefinite and definite articles; write short essays of 3-5 paragraphs with a unifying main idea and supporting evidence and detail. (writing) |
| 5 | recognize and use vocabulary of simple academic readings. (vocabulary) |
| 6 | practice goal-setting toward a self-determined outcome; prepare a resume and job application letter. (study skills) |
| 7 | use a work-processing program for assignments; use the Internet to explore work- and school-related websites and TED talks; do basic research on topics of interest. (computer skills) |

Course Content**Lecture/Course Content****(20%) Listening comprehension**

- Listen to and understand long conversations and discussion with three or more people
- Listen to and understand lectures containing academic vocabulary.
- Identify key information and take notes while listening to academic lectures
- Recognize expressions of advice
- Listen for clues to determine relationships between speakers
- Recognize intonation used in tag questions

(5%) Computer skills

- Locate TED talks and other lectures online
- Locate and download course documents on learning management system (i.e. Canvas)
- Use word processing software to write long paragraphs on a given topic
- Format a paragraph in MLA style

(5%) Study skills

- Use annotation strategies to understand a reading
- Plan goals and determine concrete steps to reach them
- Apply course-related material to work contexts: writing a formal email, writing a resume, writing a cover letter, etc.

(10%) Vocabulary

- Recognize and use basic academic vocabulary
- Understand and use common American idioms in informal conversations
- Understand and use separable phrasal verbs in informal conversations
- Determine a word's meaning based on context

(10%) Writing

- Write a resume
- Write a cover letter
- Compose a formal email
- Write short essays of 3-5 paragraphs on an assigned topic
- Revise written work based on instructor feedback
- Write paragraphs with topic sentences, supporting details, and conclusions
- Write compound and complex sentences using a variety of tenses and aspects

(15%) Grammar and sentence structure

- Use gerunds after certain verbs
- Use infinitives after certain verbs
- Use present and past participles as adjectives
- Use indefinite and definite articles in writing and speech
- Use simple and continuous aspects in writing and speech
- Use compound and complex sentences in writing and speech

(15%) Reading

- Read articles about culture-related topics
- Identify problems and solutions described in a text
- Distinguish between blogs and news sites
- Guess meaning of words from context
- Use punctuation clues to guess meaning of words (e.g. commas, parentheses, colons, and emdashes)
- Read a short abridged book

(20%) Speaking, pronunciation

- Participate in simulated job interviews
- Discuss topics covered in lecture materials (TED talks) and readings
- Make oral presentations in class on researched topics
- Ask questions in class to clarify material
- Engage with tutors and other campus staff to ask for help

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
Essay exams
Objective exams
Oral presentations
Participation
Quizzes
Role playing
Reports/Papers/Journals
Skills demonstrations

Instructional Methodology

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

Distance Education

Describe specific examples of the methods the instructor will use:

- Explain and demonstrate rules for using grammar and vocabulary
- Provide written models for writing assignments
- One-on-one discussions and corrections of linguistic errors
- Feedback on written work

Representative Course Assignments

Writing Assignments

- Short essays of 3-5 paragraphs that demonstrate the correct use of noun plurals, verb tenses, and indefinite and definite articles
- Book report: summary and analysis of short or abridged book.
- Resume and job application letter.

Critical Thinking Assignments

- Supporting main ideas in essays with relevant evidence and detail.
- Articulating ethical considerations of work and school.
- Identifying, analyzing, and evaluating main ideas in readings.

Reading Assignments

- Read a short abridged book
- Read and answer comprehension and critical thinking questions on assigned articles
- Distinguish between informal and formal registers in a reading
- Skim texts to understand main ideas
- Read titles and subheadings to predict content

Skills Demonstrations

- Complete oral presentations on assigned topics
- Write 3-5 paragraph papers on assigned topics and in different modes (expository, narrative, problem-solution, etc.)
- Participate in class discussions about lectures and readings
- Complete exercises from the textbook
- Complete weekly or bi-weekly assessments covering grammar, reading, listening, writing, and vocabulary topics.

Outside Assignments**Representative Outside Assignments**

- Prepare an oral presentation on a work- or school-related topic.
- Watch videos or TED talks on topics of interest.
- Complete readings and exercises in the textbook and identify infinitives, gerunds, and participles.

Textbooks and Lab Manuals**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.

Resource Type

Textbook

Description

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

Resource Type

Textbook

Description

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

Resource Type

Textbook

Description

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

Library Resources

Assignments requiring library resources

Use of the 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 student writing in an online workshop. Students critique the writing.
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.

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100% online Modality:

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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

12/10/2020

Curriculum Committee

MM/DD/YYYY

Board

01/19/2021

CCCCO

02/09/2021

Control Number

CCC000622655

DOE/accreditation approval date

MM/DD/YYYY