

ESL EMPLOYMENT PREPARATION PART B

Certificate of Competency

Program #3P45224

ESL Employment Preparation Part B is designed to help intermediate to advanced ESL students be ready to enter employment in the U.S. as informed and competent employees. If a student has already completed ESL Employment Preparation A or already has job application, resume writing, and interviewing skills, then completing ESL Employment Preparation B is a good choice. This program is the next step in employment preparation by helping ESL students understand the process that happens after being offered a job and what to expect culturally in the workplace when they start. U.S. Workplace Culture and Etiquette teaches students about U.S. work culture like work-life balance, workplace etiquette and expectations, and foundational workplace communication skills. U.S. Workplace Operations and Financial Literacy teaches students about how the U.S. workplace operates, such as the different departments of a company, onboarding paperwork and contracts, understanding the U.S. financial system for employment income and benefits, and common workplace policies.

Code	Title	Hours
Required Core Courses (72-108 Hours)		
ESLA 1204	ESL for Work: U.S. Workplace Culture and Etiquette	36-54
ESLA 1205	ESL for Work: U.S. Workplace Operations and Financial Literacy	36-54
Total Hours		72-108

Plan of Study

First Year

First Semester	Hours
ESLA 1204	36-54
ESLA 1205	36-54
72-108	
Total Hours 72-108	

ESLA 1204 ESL for Work: U.S. Workplace Culture and Etiquette

36-54 Hours

Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more. *(Apportionment)*

ESLA 1205 ESL for Work: U.S. Workplace Operations and Financial Literacy **36-54 Hours**

Advisory: Student has passed ESLA 232 Intermediate Low or tested into 233 Intermediate High or above

This course will teach intermediate to advanced students about U.S. workplace operations and employment financial literacy. Students will learn about topics such as employment contracts, completing the onboarding process, employee rights, predatory employers, interpreting paystubs, and retirement planning. Students will be prepared to enter employment as confident and informed employees. *(Apportionment)*