

# ESL WORK READINESS

## Certificate of Completion

Program Code: 3P24063

The English as a Second Language (ESL) Work Readiness program is offered to give English language learners the language and digital literacy skills needed to obtain employment. ESL and Computer Skills courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The elective courses provide support for students in specific career areas and provide a foundation for further study in those career technical education programs.

This program develops foundation skills needed for successful employment, such as, basic language and digital literacy skills, thinking creatively, as well as developing responsibility, self-esteem, sociability, self-management, and integrity.

Code	Title	Hours
<b>Core Courses (Required 72 Hours)</b>		
ESLA 801	ESL and Computer Skills, Beginning	36
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36
<b>Elective Courses (Required 36 Hours)</b>		
Must choose 1 of 3 courses		36
ESLA 1020	Vocational English as a Second Language: Early Childhood Education.	36
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36
<b>Total Hours</b>		<b>108</b>

## Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 801		36 ESLA 1020, 1025, or 1030 (Electives Course - Must Choose 1)	36
ESLA 815	36		
	<b>72</b>		<b>36</b>

Total Hours 108

## List of Courses

**ESLA 801** **36 Hours**  
**ESL and Computer Skills, Beginning**

The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, Print Shop, and Excel. Emphasis is on building confidence in computer use to improve English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading. *(Apportionment)*

**ESLA 815** **36 Hours**

**ESL and Computer Skills, Intermediate to Advanced**

Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

**ESLA 1020** **36 Hours**

**Vocational English as a Second Language: Early Childhood Education.**

This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences). *(Apportionment)*

**ESLA 1025** **36 Hours**

**Vocational English as a Second Language: Pharmacy Technician**

This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers. *(Apportionment)*

**ESLA 1030** **36 Hours**

**Vocational English as a Second Language: Administrative Assistant**

This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations. *(Apportionment)*