

WORKPLACE VOCATIONAL ENGLISH AS A SECOND LANGUAGE: ADMINISTRATIVE ASSISTANT

Certificate of Completion

Program Code: 3P24115

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the occupational training as well as the students pursuing a career of an Administrative Assistant. The goal is to prepare students to function successfully in academic or workplace setting by introducing them to the field terminology and job-related language skills. Special emphasis is on business writing skills, oral communication strategies, and conflict resolution techniques.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving system.

Code	Title	Hours
Core Courses		
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36
ESLA 808	ESL Intermediate to Advanced Work Skills	36
Total Hours		72

List of Courses

ESLA 808 **36 Hours**

ESL Intermediate to Advanced Work Skills

Advisory: Intermediate Low ESL Level or Above.

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

(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)