

NCEL 480: ESL FOR JOB SEARCHING

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	0
Hours:	4 lecture per week (48 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course Basic Skills, 4 Levels Below Transfer
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Effectively use common job search techniques (key words in search engines, Craigslist).
- Understand and respond to typical interview questions in mock interview.

Description

Designed to teach English for job searching to non-native speakers. Focus on developing reading/writing/speaking/listening skills needed for job searching and interviewing as well as improved understanding of American work culture.

Course Objectives

The student will be able to:

- Develop job search skills.
- Navigate interviews and discuss their skills, training, and education.
- Demonstrate knowledge of American work culture.

Course Content

- Develop job search skills
 - Compose and update resume
 - Vocabulary used to describe work experience
 - Appropriate names and titles of jobs/positions
 - Standard American resume form
 - Perform basic internet job searches
 - Use key words in search engines and online job sites (e.g., Craigslist)
 - Interpret vocabulary typical in want ads (e.g., job requirements, duties, salary)
 - Apply for jobs
 - Understand and fill out paper job applications
 - Understand and fill out online job applications
 - Vocabulary and grammar for basic email/cover letter for prospective employers
- Navigate interviews and discuss skills, training, and education
 - Polite/formal English
 - Standard greetings
 - Polite forms of address (e.g., Mr., Ms.)
 - Answer questions about education, skills, experience
 - Use correct tense (e.g., past vs. present perfect)
 - Vocabulary and grammar to describe education
 - Vocabulary and grammar to describe skills
 - Vocabulary and grammar to describe experience
 - Ask culturally appropriate questions about the job (e.g., pay, benefits)
 - Display culturally appropriate non-verbal language
 - Eye contact
 - Handshake
 - Confident body language
 - Demonstrate knowledge of American work culture
 - American work values
 - Timeliness
 - Directness
 - Respecting diversity
 - Expected behavior with superiors/peers
 - Appropriate dress standard for specific jobs
 - Appropriate work "small talk"

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Lecture room equipped with overhead projector, white/black board, and a demonstration computer connected online.
- Computer laboratory equipped with online computers, network server access, and printers.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- In-class assignments
 - Individual work
 - Pair and group work
- Class performance
- Listening and speaking exercises
- Job search vocabulary use
- Informal evaluations
- Role-play job interview
- Filled out applications
- Resumes

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture
- Discussion
- Oral presentations
- Demonstration
- Role plays

Representative Text(s) and Other Materials

Grammar:

- Gaer, Susan, and Sarah Lynn. *Project Success 5*. White Plains, NY: Pearson Education, Inc., 2014.

Dictionary:

1. Longman Dictionary of American English, 5th ed. White Plains, NY: Pearson Education, Inc., 2014.

Other instructional materials:

1. Instructor will provide job search specific materials, such as key words for job search sites, vocabulary lists, examples of want ads/job applications/resumes, job search related readings, and interview role-plays.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- A. Readings in text.
- B. Job search related readings.
- C. Vocabulary exercises.
- D. Resume and cover letter writing.

Discipline(s)

English as a Second Language (ESL): Noncredit