

ESL FOR WORKFORCE PREPARATION, ADVANCED

Certificate of Completion

Program Code: 3P39324

The program is designed to help advanced level ESL students acquire the workplace skills needed to obtain and retain employment, including preparing for a job interview, reading workplace materials, understanding American workplace expectations and utilizing different methods of workplace communication.

Code	Title	Hours
Core Courses		
ESLA 1056	ESL Workforce Readiness Skills, Advanced	60
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60
Total Hours		120

Plan of Study

First Year

Fall Term	Hours	Spring Term	Hours
ESLA 1056		60 ESLA 1054	60
		60	60
Total Hours 120			

List of Courses

ESLA 1054 **60 Hours**
ESL Workplace Advancement Skills, Advanced

This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office. *(Apportionment)*

ESLA 1056 **60 Hours**
ESL Workforce Readiness Skills, Advanced

This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communication tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations. *(Apportionment)*