

Ventura College Course Syllabus

Welcome Beginning Noncredit ESL! This is our course syllabus; it contains detailed information on our class. Think of this as a resource page that you can refer to regularly.

COURSE BASICS

Course name: ESL N100A – Beginning Noncredit ESL (CRN 72531)

Term: Fall 2022

Dates: Friday, August 12, 2022 – Friday, October 7, 2022

Mode: In-person class (no Zoom meetings)

Schedule: Monday – Thursday, 9:00 am – 11:50 a.m.

Location: Ventura College East Campus (Santa Paula), Room 1

Instructor: Jennifer Kagawa

COMMUNICATION WITH INSTRUCTOR

You can reach me by **email** at jkagawa@vccd.edu, or you can leave me a **text message or voice message** at **(805) 626-0168**. I will usually respond within a few hours. On the weekends, it may take me longer, but I will respond before noon on the following Monday.

COURSE DESCRIPTION

This is a beginning course for non and limited English proficient students who want to acquire the communication skills necessary for living, working, and attending school where English is used. Integration of computer literacy, such as basic computer knowledge and keyboarding will help students build the basic skill set needed in the workplace, in school, and other aspects of their daily lives.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to demonstrate the following measurable skills and abilities:

1. Identify numbers, letters of the alphabet, and basic sight words, through listening, speaking, repetition, dictation, writing, and keyboarding.
2. Demonstrate comprehension of verbal commands through appropriate physical response.
3. Ask and respond to simple questions with words, phrases, or short sentences in a verbal interaction and when completing a simplified written form.
4. Discriminate between present and future actions
5. Interpret sentences using vocabulary and structures previously learned orally
6. Comprehend words, phrases, statements, and questions related to familiar content such as personal information or everyday life and activities.
7. Read and comprehend short stories and informational articles accompanied by

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corresponding pictures.

8. Ask for clarification and repetition during verbal interactions to check understanding.
9. Produce vowel and consonant sounds and relate those sounds to letters and clusters of letters.
10. Recognize and use basic punctuation including end marks, apostrophes, commas, and hyphens correctly in copying sentences.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. CSLO-1 Demonstrate the ability to answer basic questions that provide information.
2. CSLO-2 Demonstrate the ability to make negative and affirmative statements.

TEXTBOOK

The required textbook for this course is **Stand Out 1: Evidence-Based Learning for College and Career Readiness**

- **Borrow:** The textbook is available for semester-long check out from your instructor.
- **Buy:** If you want to purchase the textbook, you can find it at the VC Bookstore.

English-to-English dictionary. Dictionaries give you more information than a translator (pronunciation, example sentences, common use). I recommend Longman's Dictionary of Contemporary English (www.ldoceonline.com) or the Cambridge English Learner's Dictionary (<https://dictionary.cambridge.org/us/>). You can use either dictionary for free online.

WHAT IS THE EXPECTED TIME COMMITMENT FOR THIS CLASS?

You'll spend about 12 hours in person each week. In addition, you may have 1-2 hours of homework each week.

LATE WORK

This class moves very quickly. To be successful, always try to complete your work on time. However, if you need to turn in work a few days late, that is okay.

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STUDENT HOURS

I am available on to talk in person at the following times and days in the Library Resource Center. This is a good time to talk one on one about questions about assignments, review your grade, ask about feedback, or discuss any questions or comments you are having about the class. I strongly encourage you to come by at least once and just say hi and introduce yourself. This time is for you to get the help and support you need.

- **Mondays:** 12:00pm – 1:15pm
- **Tuesday:** 12:00pm – 1:15pm
- **Wednesday:** 12:00pm – 1:15pm
- **Thursday:** 12:00pm – 1:15pm

Please contact me if you would like to arrange for another time to meet.

DROP POLICY & WAITLISTED STUDENTS

The instructor will drop you from the class if:

- You do not attend class before the census date (August 23)

The instructor may drop you from the class if:

- You do not attend the first week of class (August 15-18)
- You miss more than 1/9 of the class (10 hours)

If you are dropped, you are no longer enrolled in the class. Contact me if you are not able to participate in the first week and want to remain in the class.

You can also drop the class yourself if you cannot continue. Go to my.vcccd.edu to drop or withdraw from a class.

Waitlisted Students: If you would like to add this course. I do add up to five waitlisted students each semester. You must attend the first week of class and complete all scheduled activities by their due date to be added to the class. Remember to contact me to tell me you would like an add code.

GRADING

This class is **PASS/NO PASS**. To pass, you need to attend class and participate successfully in at least 70% of class activities. Activities in class can be about listening, speaking, reading, writing, grammar, vocabulary, or pronunciation activities.

- $\geq 70\%$ =Pass
- $\leq 69\%$ =No Pass

DISABILITIES

Students with disabilities, who may need accommodations in this class, are encouraged to contact the EAC as soon as possible to ensure that such accommodations are implemented in a

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timely manner. Authorization, based on verification of disability, is required before any accommodation can be provided. The EAC can be contacted at 805-289-6300 or by email at vceac@vccd.edu.

PLAGIARISM

Plagiarism is “when someone uses another person’s words, ideas, or work and pretends they are their own” (source: <https://www.ideoonline.com/dictionary/plagiarism>). You know this definition is from Longman Dictionary of Contemporary English (Ideoonline.com) because I cite it as the source. Similarly, it’s important that you use your own words in writing and speaking. If you find that someone else says something perfectly and you want to use his or her words, you must cite your source.

The following is the official policy as quoted from the College Catalog: “Instructors have the responsibility and authority for dealing with any cheating or plagiarism which may occur in their classes. It is the policy of the VCCCD that the instructor may dismiss a student involved in such dishonest behavior from class with a grade of “F.” Further, instructors have the responsibility to report instances of cheating to their deans in that cheating in any form is in violation of the Oxnard College Student Code of Conduct”.

COVID Safety Protocols: In Response to the COVID-19 Pandemic

Ventura College’s COVID-19 safety protocols continue to evolve in response to the direction of our County Health guidelines and VCCCD Board Policy.

The college asks all students, employees, and visitors - regardless of vaccination status - to:

- **Use the MyVCCCD App before you come to campus each day** to complete the pre-screening process;
- **Stay home** if you are experiencing any symptoms or have been exposed to someone who has tested positive for COVID;
- **Use the MyVCCCD App to report any positive test results for COVID.** The student health center will work with students to clear them to return to campus if they are asked to quarantine.

While there is no mask mandate currently in place for Ventura County or within the VCCCD, we **highly encourage everyone to wear a face mask while indoors** or while outside in large groups.

These protocols are subject to change, responding to current Public Health guidelines set by Ventura County and/or the State of California.







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CLASS POLICIES:



1. Please arrive to class on time. If you arrive late, please quietly take a seat. I will come talk to you.
2. Put your phones on “silent” during class time. If you have to talk on the phone, go outside so you don’t disrupt others.
3. Please exchange contact information (phone number, email, social media) with one person in class. If you are absent, please contact this person to find out what we did. You can check the below Class Schedule to see our topic for the week. You can contact me during Student Hours to talk about what we did.

INSTRUCTIONAL SUPPORT SERVICES















There are many free services the college provides to help you learn.

Resource	Contact	Help Topics
Library & Learning Resource Center	 vcbeach@vccd.edu  (805) 289-6320	Supplemental instructional support for many academic and vocational disciplines; computer lab (“BEACH”) for word processing and internet use.
Disabled Students Programs & Services (DSP&S/EAC)	 vceac@vccd.edu  (805) 289-6300 Located in the Administration Building (ADM)	Provides support services to help the following students fully participate in the educational process: students with learning disabilities, mobility, visual, hearing, speech, or psychological impairments, acquired brain injuries, or other health impairments, such as seizure disorders or attention deficit/hyperactivity disorder.
Tutoring Center	 Vctutoring@vccd.edu  (805) 289-6026 Located on first floor of the LRC	Free academic tutorial support offered in many disciplines. Drop-in, group and individualized tutoring.
Online Tutoring - NetTutor	Login to Canvas. Navigate to your course. Click the NetTutor Link in the left-hand navigation.	Available 24/7 for most subjects. Submit a paper for review.
Tutoring on Conferzoom	https://cccconfer.zoom.us/j/98458614780	English (writing) free tutoring on Zoom. Monday - Thursday: 8:30am to 5:00pm Friday: 9:00am to 12:00pm

OTHER STUDENT SERVICES

Resource	Contact	Help Topics
Basic Needs	 vcbasicneeds@vccd.edu  (805) 289-6583	Help with food, transportation, personal care, medical and mental health services,

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Resource	 Contact	 Help Topics
	Homeless Student Liaison Annette Hernandez (805) 289-6152 or annette_hernandez1@vcccd.edu	child care, housing, transportation, financial aid, and social services.
Financial Aid	 : vcfinancialaid@vcccd.edu  : (805) 289-6369	Assistance with applying for financial aid.
Student Health Center	 : vhealthcntr@vcccd.edu  : (805) 289-6346	Free STI screening/treatment, health consult, personal counseling
24 Hour Resources	 : (877) 727-4747	Suicide Hotline
	Text "HOME" to 74141	24/7 Crisis counseling
	 : (866) 488-7386	LGBTQ Youth Hotline
	 : (800) 273-8255	Veterans Crisis Hotline
Dreamers Resource	 : vcdreamers@vcccd.edu  : (805) 289-6451 https://www.venturacollege.edu/departments/student-services/dreamers	AB 540 California Nonresident Tuition Exemption
Academic Counseling	 : (805) 289-6448 https://www.venturacollege.edu/departments/student-services/counseling	Assistance with course selection, educational planning, and questions concerning requirements for majors, general education, graduation, or transfer to a four-year college or university.
Admissions and Records	 : vcadmissions@vcccd.edu  : (805) 289-6457	Applying for admission, registering for classes, awarding degrees and certificates, official transcripts

IMPORTANT DATES

Monday, Aug 15: First day of class

Monday, Aug 15 & Tues, Aug 16: Welcome Back Days – get free t-shirt and supplies and get answers to questions (East Campus: 3:30pm – 5:00pm)

Monday, Aug 22: Last day to drop without a "W"

Tuesday, Aug 23: Census Date

Monday, Sept 5: No class. Labor Day Holiday. Campus closed.

Tuesday, Sept 13: No class. Flex Day.

Monday, Sept 26: Last day to drop with a "W"

Friday, Oct 7: Last day of class

SCHEDULE

This is a guideline for what we will do each week. Some activities may require more or less class time in actual practice.

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Week	Date	Text	Vocabulary	Skill	Grammar
1	8/15 – 8/18	Pre-Unit & Unit 1 Talking with others	<ul style="list-style-type: none"> • Alphabet • Numbers • Classroom commands 	<ul style="list-style-type: none"> • Greetings • Ask/give personal information • Follow instructions • Describe people 	<ul style="list-style-type: none"> • Simple present: Be verb, like • Imperatives • Contractions: I'm • His/her • From...to...
2	8/22 – 8/25 Mon 8/22: Last day to drop without a "W"	Unit 2 Shopping	<ul style="list-style-type: none"> • Types of stores and products • Money, amounts, bills, coins • Clothing • Colors, patterns 	<ul style="list-style-type: none"> • Make purchases and read receipts • Identify clothing • Describe clothing 	<ul style="list-style-type: none"> • Simple present: shop, want • Questions and answers with be • Singular and plural nouns • Possessive adjectives
3	8/29 – 9/1	Unit 3: Food	<ul style="list-style-type: none"> • Meals • Foods • Quantities and containers • <i>Expensive, cheap</i> • Menu selections 	<ul style="list-style-type: none"> • Identify common meals and foods • Interpret food advertisements • Express needs • Compare prices • Take and place orders 	<ul style="list-style-type: none"> • Simple present: <i>like</i> • <i>How much is...? / How much are...?</i> • Simple present verbs • Comparative adjectives • Yes/No Questions and answers
4	9/5 – 9/8 Mon 9/5: No class. Labor Day	Unit 4: Housing	<ul style="list-style-type: none"> • Housing • Parts of a home • Classified ads • Appointments • furniture 	<ul style="list-style-type: none"> • identify types of housing • describe parts of a home • interpret classified ads • use the phone and make appointments 	<ul style="list-style-type: none"> • simple present: <i>live, have</i> • a/an • Yes/No questions • Present continuous

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Week	Date	Text	Vocabulary	Skill	Grammar
				<ul style="list-style-type: none"> • identify furniture 	<ul style="list-style-type: none"> • Prepositions of location
5	9/12 – 9/15* Tues 9/13: No class. Flex Day	Unit 5: Our Community	<ul style="list-style-type: none"> • Places in our community • Directions • Stores • Prepositions • Social language 	<ul style="list-style-type: none"> • Identify locations • Give and follow directions on the street and in a mall • Leave a phone message • Write an email 	<ul style="list-style-type: none"> • Imperatives • <i>In/on</i> • Prepositions of location • Questions with <i>can</i> • Present continuous • Adverbs of frequency • Simple present
6	9/19 - 9/22	Unit 6: Health and Fitness	<ul style="list-style-type: none"> • Parts of the body • Symptoms and illnesses • Medications • Hospital vocabulary • <i>Exercise, healthy, flexibility</i> 	<ul style="list-style-type: none"> • Identify parts of the body • Identify illnesses and health problems • Give advice • Develop an exercise plan 	<ul style="list-style-type: none"> • Simple present – positive and negative: <i>have</i> • Modal: <i>should</i> • Question words • infinitives
7	9/26 – 9/29	Unit 7: Working on It	<ul style="list-style-type: none"> • occupations • classified ad vocabulary • <i>benefits, vacation, salary</i> • job history vocabulary • job interviews • <i>punctuality, improvement, superior, appearance, grooming</i> 	<ul style="list-style-type: none"> • identify common occupations • interpret job information • write your job history • perform a job interview 	<ul style="list-style-type: none"> • simple present: positive and negative • modal: <i>can</i> • simple past: <i>be</i> • adverbs of frequency
8	10/3 – 10/6	Unit 8: Life Long Learning and Review	<ul style="list-style-type: none"> • study skills • life skills • educational choices, learning opportunities • goals 	<ul style="list-style-type: none"> • evaluate study habits • identify learning opportunities 	<ul style="list-style-type: none"> • past tenses: regular and irregular verbs • modal: <i>can</i> • modal: <i>should</i> • verb + infinitive

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Week	Date	Text	Vocabulary	Skill	Grammar
			<ul style="list-style-type: none">• study plans	<ul style="list-style-type: none">• identify vocational preferences• develop goals	<ul style="list-style-type: none">• verb + noun• future: <i>going to</i> and <i>will</i>

*Schedule may change