

degree and that all required courses for the degree must be transferable to CSU.

This program prepares students for careers in teaching, journalism, publishing and editing, technical writing, public relations, and advertising.

The degree also prepares more generally for various other careers, including law, communications, government, and a number of business environments.

Program Learning Outcomes

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

- Read critically a variety of literary works in English, including diverse voices and cultures.
- Identify key elements of literary genres in order to analyze and interpret texts.
- Relate literary works to their historical, cultural, and aesthetic contexts.
- Define, identify, and analyze literary and dramatic techniques in a variety of works.
- Compose formal written analyses of texts that demonstrate appropriate academic discourse and the conventions of literary analysis.

Courses

Note: Some courses within the major have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

English as a Second Language for the Workforce Certificate of Competency

English as a Second Language for the Workforce Certificate of Competency (Non-Credit) is designed to develop skills for ENSL students looking to enter the workforce, increase their employability, and improve or advance their careers. It is comprised of two non-credit courses, ENSL C801 and C802, which focus on key elements of communication: reading, writing, listening, and speaking in the workforce. Students must complete and pass both courses to earn the certificate of competency.

Courses

Note: Some courses within the major have a required prerequisite. If

Select one of the following two courses:

ENGL C102	Critical Thinking Through Literature	4 Units
or ENGL C102H	Critical Thinking Through Literature: Honors.....	5

List A - Select two of the following courses:

ENGL C221	World Literature: Antiquity to 17th Century	3 Units
or ENGL C221H	World Literature: Antiquity to 17th Century: Honors	4
ENGL C222	World Literature: 17th Century to Present	3
or ENGL C222H	World Literature: 17th Century to Present: Honors.....	4
ENGL C231	Survey of British Literature: Beginning-1785.....	3
ENGL C232	Survey of British Literature: 1785-Present	3
ENGL C241	Survey of American Literature: Beginning-1865.....	3
ENGL C242	Survey of American Literature II: 1865-Present	3

List B - Select one course not already used from List A and one of the following courses; or two of the following courses.

ENGL C141	Introduction to Creative Writing.....	3 Units
ENGL C235	Introduction to Shakespeare	3
or ENGL C235H	Introduction to Shakespeare: Honors	4
ENGL C245	Women's Literature	3
or ENGL C245H	Women's Literature: Honors.....	4
ENGL C249	Multi-Ethnic American Literature	3

List C - Select any course not already used from List A or B.

Complete one of the following general education patterns:

OPTION B	CSU General Education Breadth
OPTION C	IGETC—Intersegmental General Education Transfer Curriculum

you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the Department Chair. For the Prerequisite Challenge to be considered, you must submit documentation and verification to substantiate the basis for the challenge. Please see a counselor for more information about the Prerequisite Challenge process.

Required courses:

ENSL C801	English as a Second Language for the Workforce - Reading and Writing
ENSL C802	English as a Second Language for the Workforce - Speaking and Listening

Entrepreneurship Certificate of Achievement

The Entrepreneurship Certificate of Achievement (13 Units) provides students with the fundamental knowledge

necessary for starting a business. Students learn how to create a business plan; work with computers and

Program Narrative

College:	Cerro Coso Community College
Department:	English & Foreign Language Department
Program:	English as a Second Language for the Workforce Certificate of Competency
Program Goal:	Transfer
Program Award:	Non-credit
TOP Code:	4930.87 - English as a Second Language–Integrated



Objectives

- Upon completion of the program students will be able to read and interpret common workforce vocabulary and idioms as well as U.S. cultural expectations and attitudes toward time, money, and work. (70% target)
- Upon completion of the program students will be able to identify, explain, and analyze the conventions, formats, and features of written discourse related to professional job materials. (70% target)
- Upon completion of the program students will be able to draft, edit and publish professional job materials, including a job portfolio, and other business correspondence. (70% target)
- Upon completion of the program students will be able to apply appropriate sociolinguistic norms in beginning ending face-to-face, telephonic, and digital discourse in the workplace. (70% target)
- Upon completion of the program, students can use digital literacy skills to draft, edit, and publish professional job materials. (70% target)

Catalog Description

English as a Second Language for the Workforce Certificate of Competency (NC) is designed to develop skills for ENSL students looking to enter the workforce, increase their employability, and improve or advance their careers. It is comprised of two non-credit courses. Courses include ENSL C801 and C802 and focus on key elements of communication: reading, writing, listening, and speaking in the workforce, which meets the current needs of the growing Hispanic population in the communities Cerro Coso Community College serves. Students must complete and pass all courses to earn the certificate of competency.

To achieve the English as a Second Language for the Workforce Certificate of Competency (NC): Upon completion of the required courses with a "P" grade in each course, the student will be awarded an English as a Second Language for the Workforce Certificate of Competency (NC).

Program Requirements

English as a Second Language for the Workforce Certificate of Competency (Total 144-0)

Complete the following:

Core Courses – 144 hours (Credits listed are in hours)	0
ENSL C801 -ESL: Reading and Writing for the Workforce	72-0
ENSL C802- ESL: Listening and Speaking for the Workforce	72-0

Recommended Sequence

Term 1 (Total 72-0)

English as a Second Language for the Workforce Certificate of Competency ENSL C801 - ESL: Reading and Writing for the Workforce

Term 2 (Total 72-0)

English as a Second Language for the Workforce Certificate of Competency ENSL C802- ESL: Listening and Speaking for the Workforce

Program Description:

This is a Certificate of Competency awarded to students who have completed 144 hours ENSL coursework by completing ENSL C801 and ENSL C802. To achieve the English for as a Second Language for the Workforce Certificate of Competency (NC): Upon completion of the required courses with a "P" grade in each course, the student will be awarded an English for as a Second Language for the Workforce Certificate of Competency (NC).

Proposal Start: Fall 2023

Submission Rationale: New Program

Program Justification: A certificate is also required to receive enhanced noncredit funding. "Pursuant to Title 5, Section 55151 colleges may offer a sequence of noncredit courses that culminate in a Certificate of Competency or a certificate in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution. For students completing noncredit courses in a prescribed pathway, approved by the Chancellor's Office, that prepares students to take credit coursework including basic skills and ESL, a Certificate of Competency may be awarded. A noncredit Certificate of Competency means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree applicable or non-degree applicable credit courses. The Certificate of Competency must include the name of the certificate and the date awarded, be identified by a TOP Code number and program discipline, and list the relevant competencies achieved by the student" (Program and Course Approval Handbook, p. 120).

Cerro Coso Community College does not currently offer English as a Second Language (ENSL) coursework. English as a Second Language for the Workforce will help develop skills for students looking to enter or improve their position in the workforce. The English as a Second Language for the Workforce Certificate of Competency (NC) will provide both an accessible goal and evidence of learning for students. The program aligns with title 5, section 55151 by preparing students for a career path.

Master Planning – Describe how the Program/Certificate aligns with the mission, curriculum, and master planning of the College and higher education in California?

The Cerro Coso Community College mission states that, “The mission of Cerro Coso Community College is to improve the life of every student it serves by prioritizing equity and supporting attainment of educational goals. Through innovative delivery methods, Cerro Coso Community College provides transfer preparation, workforce education, degree pathways, and comprehensive student support services to develop ethical and effective citizenry throughout our vast rural and online communities.” This program helps students attain a tangible educational certificate that connects them directly to workforce skills, specifically in workforce communication and workforce conversation. It will help students communicate, connect, and engage more effectively throughout the rural and highly populated communities of Kern County.

The Cerro Coso Community College vision states, “Cerro Coso Community College will be the first choice in higher education and workforce training for the Eastern Sierra region.” This program will help students attain key workforce training and skills so that they can enter, improve, and/or boost employment opportunities that are essential to the success of a community.

In addition, Cerro Coso Community College is an institution that meets the requirements and has been designated as a Hispanic Serving Institution (HSI). This certificate creates an institutional instructional mechanism that allows for expansion of educational opportunities and enhanced academic offerings for Hispanic students.

Van Noy, M., Jacobs, J., Korey, S., Bailey, T., & Hughes, K. L. (2008) state that “Noncredit workforce education can play an important role in responding to local labor market demands by addressing employers’ workforce needs and students’ needs for immediate skills.” These immediate skills include the ability to communicate (both verbally and in written format) along with and converse clearly in the working environment. Workplace English language skills is the focus and will be developed with the completion of English as a Second Language for the Workforce Certificate of Competency.

Reference

Van Noy, M., Jacobs, J., Korey, S., Bailey, T., & Hughes, K. L. (2008). Noncredit enrollment in workforce education: State policies and community college practices [Report]. Washington, DC: American Association of Community Colleges and Community College Research Center. Available from the AACC Web site: <http://www.aacc.nche.edu/noncreditenroll>.

Planning Summary – Please address the following:

The Department does not anticipate the need to hire additional full-time faculty for this Program. Cerro Coso Community College will recruit adjunct faculty that meet the below minimum qualifications as listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges (17th edition – June 2022).

Bachelor’s degree in teaching English as a second language, or teaching English to speakers of other languages

OR

Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor

OR

Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor

OR

Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in English as a second language.

Planning Summary

The Department does not anticipate the need for new/remodeled facilities for this Program.

Enrollment and Completer Projections – Provide a projection of the number of students to enroll in this Program along with annual completions.

The two non-credit classes leading to this certificate have only recently been approved by college institutional processes. The plan is to pilot the courses in fall 2023 in the community of Tehachapi first and then offer them in other college service areas. Annual completion projections will require research and time so that it can be accurately determined.

Place of Program in Curriculum/Similar Programs – Describe how this Program/Certificate fits in the college's existing program inventory specifically identifying the Department which will house the Program/Certificate.

English as a Second Language for the Workforce Certificate of Competency (NC) will be housed in the English & Foreign Language department.

Similar Programs at Other Colleges in Service Area – Provide the justification/need for the development of this Program; include whether or not similar Programs exist at other Colleges in the region. Include career opportunities.

To the best of our knowledge, no other colleges within our service area(s) offer English as a Second Language (ENSL) courses or a comparable certificate. Bakersfield College offers a wide variety of ENSL coursework, but their campus locations are at least one to five hours away (based on Cerro Coso Community College's service area location). Most Cerro Coso Community College's service area communities are classified as rural. The English as a Second Language for the Workforce Certificate of Competency (NC) will provide access for students living in rural locations with limited higher education opportunities. Local K-12 school districts do offer a variety of levels of adult education ENSL courses, but during the creation of English as a Second Language for the Workforce Certificate of Competency (NC), our college made sure to be cognizant of this partner and created a program to complement the adult education ENSL efforts by focusing on workforce development.

Choose the percentage of the program that is offered online.

The Department does not anticipate offering the program online.

FOR PROGRAMS/CERTIFICATES WITH THIRD PARTY REQUIREMENTS This will be the detailed Catalog Requirements. Include the information specific to your Programs or Certificate as specified in your third-party accreditation requirements (e.g., Background checks, health screenings, etc.)

No value

FOR CTE PROGRAMS ONLY In the space below, include Labor Market Information.

No value