



**Note to Instructor: Replace the placeholder text beneath the headings with the appropriate information for your course. Please note that all sections, with the exception of "Other Course Information," are required elements.**

### Basic Course Information

Semester:	<b>SPRING 2022</b>	Instructor Name:	<b>SUSANA MONTANO</b>
Course Title & #:	<b>ESL for Beginner Literacy I</b>	Email:	<b>susana.montano@imperial.edu</b>
CRN #:	<b>22049</b>	Webpage (optional):	
Classroom:	<b>PACE CENTER</b>	Office #:	
Class Dates:	<b>2/15/22 – 3/29/22</b>	Office Hours:	<b>Mon. &amp; Wed. 6:00 – 7:00 pm</b>
Class Days:	<b>TUESDAY &amp; THURSDAY</b>	Office Phone #:	<b>760-455-1905</b>
Class Times:	<b>5:30 -7:45 pm</b>	Emergency Contact:	<b>CALL OR EMAIL INSTRUCTOR</b>
Units:	<b>0</b>	Class Format:	<b>FACE TO FACE</b>

### Course Description

*[Paste in the course description from the Course Outline of Record (COR), located at*

*A course for speakers with little or no oral or written competency and limited L1 literacy Students will learn basic skills that will build a foundation for further ESL training or form a foundation for their ability to operate within the U.S. culture, Literacy skills include the development of fine motor skills, the ability to follow a line of print from left to right, and the identification of alphabetic, numeric, and time symbols. Included will be instruction in culturally appropriate Non-verbal communication, greetings, and farewells, basic social skills, school conduct, courtesies, etc. This course will provide a basic literacy foundation for L2 learners so they may operate in their homes and their immediate environment. (Nontransferable, AA/AS degree only).*

### Course Prerequisite(s) and/or Corequisite(s)

None

### Student Learning Outcomes/

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Provide basic personal information such as name and address (ILO1, ILO3)
2. Identify in English, parts of the body. (ILO1)

## Course Objectives:

- Upon satisfactory completion of the course, students will be able to:
  1. Pronounce, write, recognize and recognize numbers.
  2. Write and recite the alphabet.
  3. Use culturally appropriate social gestures such as waving, shaking hands, direct eye contact, nodding “yes” or “no”, shrugging “I don’t know”.
  4. Write one’s name and address and phone number.
  5. Understand the basics of personal hygiene.
  6. Use and respond to simple greetings, farewells, and courtesies.
  7. Conduct themselves appropriately in the classroom, including raising one’s hand, waiting for one’s turn, being non-disruptive, responding to simple classroom commands.
  8. Point to common parts of the body, express one’s state of health/being in one or two words, answer simple questions about oneself.

## Textbooks & Other Resources or Links

No texts are required for this class.

## Course Requirements and Instructional Methods

- |                   |                      |
|-------------------|----------------------|
| 1. Discussion     | 4. Audio Visual      |
| 2. Group Activity | 5. Demonstration     |
| 3. Lecture        | 6. Distance Learning |

## Course Grading Based on Course Objectives

Pass/ No Pass Only

## Course Policies

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

## How do I act differently if I have an on-ground class during COVID?

- 1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
  - a. Even if your symptoms are mild, stay home.
  - b. Email your instructor to explain why you are missing class.
  - c. If you are sick with COVID-19 or think you might have COVID-19, provides CDC guidance.
  - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
  - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- 2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
  - a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- 3. BRING A MASK TO CLASS (and always wear it).**
  - a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- 4. GO DIRECTLY TO YOUR CLASSROOM.**
  - a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through [www.imperial.edu](http://www.imperial.edu).
- 5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
  - a. Your classroom is equipped with cleaning supplies. Use them as needed.
- 6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
  - a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
- 7. BRING YOUR OWN FOOD AND DRINKS.**
  - a. There is no food service currently offered on campus.

## Other Course Information

*[Optionally, include other necessary information.]*

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

- **Student Health Center.** A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services



for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.

- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

### Anticipated Class Schedule/Calendar

*[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]*

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Tests</b>
Week 1 & 2 February 15 - 25	Course Overview Alphabet / Days and Months / Colors and Shapes	2/25/22
Week 3 & 4 Feb.28 – Mar.10	Greetings / Numbers 0 – 100 / Classroom Actions	3/10/22
Week 5 & 6 March 14 - 24	Personal Information / Body Parts	3/24/22
Week 7 March 29	Review and Final Evaluation	3/29/22

**\*\*\*Subject to change without prior notice\*\*\***