

Certificates of Completion

(Certificates include computer skills except for Beginning Literacy level.)

BEGINNING ESL LITERACY: ESL 010 (6 hr...1A/1B)

Speaking/Listening: Student communicates basic needs using very simple phrases. Student can answer simple questions and follow simple commands.

Reading: Student is able to read short sentences containing familiar vocabulary. Student is able to recognize and interpret signs and symbols.

Writing: Student can copy the English alphabet, familiar words, phrases and sentences. Student can use numbers in a variety of contexts.

Learning Skills: Student has begun to develop some learning skills and study habits necessary for successful language learning including knowing how to make lists of information. Student has demonstrated the use of a variety of learning strategies to communicate in his/her everyday life. Student is able to ask for help, understand simple directions when spoken slowly in English, and use resources to communicate.

LOW BEGINNING: ESL 012 (6 hr...3A/3B)

Speaking/Listening: Student can participate in a conversation using simple vocabulary in common social interactions. Student can ask for and respond to simple requests for repetition and clarification. In routine situations, student can use basic greetings, simple phrases, and numbers. Student can describe routine activities using familiar vocabulary. Student can follow simple oral instructions, respond to simple questions and demonstrate understanding of simple warnings and commands. Student can spell words when requested.

Reading: Student can read numbers, letters, and signs. Student can read and demonstrate comprehension of phrases, sentences, and written instructions on familiar topics containing simple vocabulary.

Writing: Student can write some numbers, words and phrases including basic personal information on simple forms.

Learning Skills: Student can access a software program and do basic listening and speaking exercises using the computer. Student can handle routine activities where tasks can be demonstrated or recognized through pictorial texts.

HIGH BEGINNING: ESL 013 (6 hr...4A/4B)

Speaking/Listening: Student can understand common words, simple phrases and sentences containing familiar vocabulary. Student can express everyday needs and respond appropriately to simple questions about daily activities using simple learned phrases or short sentences.

Reading: Student can read a short paragraph containing simple sentences and can demonstrate comprehension by answering information questions. Student can read, comprehend and respond appropriately to simple written instructions.

Writing: Student can write simple sentences using vocabulary that is based on needs or previously read material. Student uses basic capitalization and punctuation rules.

Learning Skills: Student understands his/her learning style. Student can use brainstorming methods and apply the problem-solving method to situations related to immediate needs and familiar social situations. Student can complete short forms requesting personal information used at home, at work and in his/her community. Student can maintain a journal, use a dictionary, and has limited experience with computers.

LOW INTERMEDIATE: ESL 014 (6 hr...5A/5B)

Speaking/Listening: Student has developed critical listening skills and can participate, using formal and informal language, in some routine social conversations. Student can respond appropriately to statements, questions and commands in face to face and phone conversations. Student can provide and follow simple oral directions and instructions.

Reading: Student can apply critical reading skills to read and understand the content of simple paragraphs that are relevant to his/her interests and needs. Student can read common abbreviations and use alphabetical and numerical information to locate information.

Writing: Student can write simple notes, messages, and complete simple, detailed financial forms. Student can compose short paragraphs using correct capitalization and punctuation. Student can write simple directions to a familiar location.

Learning Skills: Student can respond correctly to requests for repetition or clarification. Student can create, interpret and analyze material using numbers and information. Student can fill out simple forms and use simple computer programs to perform a sequence of routine tasks. Student can demonstrate an awareness of their abilities, aptitudes and skills, and can relate them to his/her goals. Student can research community resources to meet their educational interests and needs.

HIGH-INTERMEDIATE: ESL 016 (6 hr...7A/7B) with computer skills

Speaking/Listening: Student can participate in classroom discussions, small talk and phone conversations using appropriate formal and informal language in familiar and unfamiliar contexts. Student can follow multi-step oral instructions and give directions to a location using details. Student can request for elaboration and can express opinions giving reasons and examples for his/her position.

Reading: Student can read a variety of materials on relevant topics demonstrating the following critical reading skills: predict the content and outcome; identify the main idea and supporting details; and identify chronological order and simple transitions. Student can read emails and work-related memos.

Writing: Student can write a simple paragraph (using a main idea and details) and produce formal letters using a word processing computer program. Student self/peer edits for spelling and punctuation errors.

Learning Skills: Student can utilize resources to show knowledge and understanding of his/her financial needs (insurance, mortgage, budget, credit report and applications). Student can use authentic material to obtain, give, and provide information (map directions). Student can identify abilities, aptitudes, skills, and explain short and long term goals. Student can handle jobs that involve basic oral instructions and written communication in tasks that can be clarified orally.