COLLEGE OF THE MARSHALL ISLANDS
COURSE OUTLINE

VCARP 050
Alpha Number

Provides basic conversational, reading, and writing skills for students seeking vocational employment.

Course Prepared by: Developmental Education Department May 2011

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<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
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<td>Lecture</td>
<td>3</td>
<td>16</td>
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<td>Laboratory</td>
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<td>Clinical</td>
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<td>Seminar</td>
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Total Credit Hours 3

Purpose of Course: Degree Requirement
Degree Elective
Certification
Developmental X
Other

Prerequisite(s) Placement testing into vocational education

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Maryline Achong
Signature, Curriculum & Assessment Committee Chairperson
01/08/2013

Ruth L. Almeida
Signature, Dean of Academic Affairs
1/8/13

Vice President for Academic and Student Affairs

Last Date reviewed or revised:
IV. Methods of instruction

1. Lectures
2. Group work
3. Role play
4. Discussion

V. Equipment and materials

1. Paper and pencil
2. Props to simulate the work place environment

VI. Suggested Methods of evaluation

1. Class participation
2. Homework assignments
3. Quizzes
4. Performance based assessments

Passing this course requires at least a 70% course score. Letter grades are assigned of A, B+, B, C+, C or NP according to the CMI catalogue.
II. Course Objectives

A. Students who complete this course will:
1. Demonstrate basic listening skills necessary for common workplace situations (VCARP 7)
2. Respond appropriately in basic workplace interactions (VCARP 7)
3. Read simple work related material (VCARP 5, 7)
4. Write simple work related documents (VCARP 7)

B. Student Learning Outcomes
   Upon completion of this course, the student will be able to:
   1. Use listening skills
      a. respond appropriately to short emergency warnings
      b. respond to routine social phrases
      c. garner essential information from short announcements
      d. answer simple wh vs. yes/no questions
      e. respond to simple requests for clarification or repetition
   2. Speak effectively
      a. make statements about everyday subjects in the workplace
      b. ask simple yes/no and wh questions to obtain basic personal information
      c. give simple commands and express caution
      d. ask for repletion or clarification
      e. participate in simple face to face conversations with co-workers, supervisors, and customers.
   3. Read with understanding
      a. basic abbreviations as used in the workplace
      b. diagrams and pictures to predict meaning
      c. short notes and messages, both printed and handwritten
      d. numerical information in signs, flyers, and designs
      e. follow simple step by step written instructions
   4. Write effectively
      a. lists of job duties or supplies
      b. simple work forms requiring biographical or personal information
      c. basic capitalization and end punctuation
      d. simple sentences using work related vocabulary

III. Course Content

This course prepares students to obtain basic English skills as needed in a workplace environment.
1. Identifying and recording personal information
2. Social and cultural interaction
3. Work related interchanges
4. Following directions and making requests
5. Working with schedules
6. Basic health and safety
7. Basic English grammar