

Course Information Form (CIF)

Course Code: ESL 017

Course Title: ESL Bridge to Business, Management, and Administration I

Department: Adult Education and Workforce Development

Effective Date: Summer 2026

PCS Code: 1.9 - English as a Second Language

CIP Code: 32.0199

Repeatability: 3

Credit Hours

Catalog Notation: 1-0-1 through 15-0-15

Credit Hour Distribution:

Lecture: 15

Lab: 0

Clinical: 0

Total: 15

General Course Information

Catalog Description

Contextualized instruction in reading, speaking, listening, writing, math, and computer literacy for ESL learners. Prepares non-native language speakers for post-secondary education and training programs in entry-level business management and administrative technology careers.

General Course Objectives

This course will provide a core of academic skills and language instruction contextualized around the Business Management and Administration Career theme.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

Attendance, completion of assignments, class participation, performance during class role plays and practices, portfolio completion, pre- and post-test scores on the BEST or CASAS test.

Instructional Materials and Additional Supplies

None.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

1 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Self Exploration	1. Identify skill levels and needs, learning styles, interests, values, and aptitudes. Apply these to learning and career planning.	15	0	0

2 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Career Exploration	1. Examine business administrative technology careers in detail; develop project including interviews, observation, research, and analysis of impact on student's life.	15	0	0

3 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Math and Financial Literacy Skill Development	1. Apply math skills needed to comprehend entry level work in business administrative technology career field. 2. Demonstrate competency in basic financial literacy skills.	15	0	0

4 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Communication Skills	1. Show active listening and interpersonal communication skills needed for the workplace. Demonstrate these in role play and class.	15	0	0

5 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Team Work	1. Develop teamwork skills and demonstrate them through in-class projects.	15	0	0

6 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Computer Literacy	1. Apply skills in email, internet research, word processing, and touch typing to 25 wpm.	15	0	0

7 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Reading and Writing Skill Development	1. Apply reading and writing skills needed to comprehend entry level work in the business administrative technology field.	15	0	0

8 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Employability Skills	1. Practice employability skills in role plays, simulations, discussions, and writing.	15	0	0

9 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Work-based Learning	1. Integrate course knowledge and skills with work-based learning experiences.	15	0	0

10 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Career Planning	1. Develop career and education plan, including support service needs and how to meet those needs.	15	0	0

11 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Enhancements	1. Develop academic skills within the areas of listening, speaking, reading, writing, and literacy skills needed in areas of reading and writing, as well as preparation for the ACCUPLACER and CaMLA placement exams.	15	0	0

12 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Enhancements	1. Develop academic skills within the areas of listening, speaking, reading, writing, and literacy skills needed in areas of reading and writing, as well as preparation for the ACCUPLACER and CaMLA placement exams.	15	0	0

13 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Enhancements	1. Develop academic skills within the areas of listening, speaking, reading, writing, and literacy skills needed in areas of reading and writing, as well as preparation for the ACCUPLACER and CaMLA placement exams.	15	0	0

14 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Enhancements	1. Develop academic skills within the areas of listening, speaking, reading, writing, and literacy skills needed in areas of reading and writing, as well as preparation for the ACCUPLACER and CaMLA placement exams.	15	0	0

15 credit hour option**Meet requirements from previous credit hour group plus:**

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Enhancements	1. Develop academic skills within the areas of listening, speaking, reading, writing, and literacy skills needed in areas of reading and writing, as well as preparation for the ACCUPLACER and CaMLA placement exams.	15	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
225	0	0