Welcome to the VESL Program

The Pathway to Your Future Success!

Presenter: Liza Becker, Director, ESL

What is VESL?

- Vocational English as a Second Language
- Advanced ESL Students - Levels 5 & 6
- Credit & Non-credit Teachers
- No Fee – Just Books & Parking
- "Package Deal" of Classes
- A Learning Community
- A Bridge to Success

VESL Open House

STATION 1
(ESL Library)
VESL Presentation
Q & A

STATION 2
(Rm. 228 / 238)
Computer Lab
Demonstrations

STATION 3
(Rm. 286)
Classroom Projects
&
Refreshments

VESL is for students who...

- Have been working for many years and now need more language and work skills for better job opportunities

- Need more English and computer skills in order to be more active in their family's life and in their community

VESL is for students who…

- <u>Want a college degree</u> but need to improve English and study skills before they <u>transfer to credit</u>

- <u>Have a college degree and work experience</u> from native country but need to improve their English so they can earn a <u>vocational certificate or pass a board exam</u>

Communication Skills

Collaboration & Teamwork

Critical Thinking Skills

Use of Technology

Students who complete the VESL program...

★ Increase **English** proficiency

★ Gain experience using **computers**

★ Learn how to design and give media **presentations**

★ Develop **job** search and interviewing skills

★ Earn **certificates** in keyboarding

★ Earn a **certificate of completion** for VESL

★ Earn **credit-by-exam** in the computer courses

VESL Classes

VESL 1 (1st Semester)

1. *Keyboarding (COMP 1)*
2. *VESL Speaking*
3. *VESL Writing*
4. *Career & Life Planning*

VESL 2 (2nd Semester)

1. *Microcomputer Applications (CSB 15)*
2. *English (*AmLa or English)
3. *Elective (*In your career area of interest)

Computer Class

COMP 1: *Keyboarding*

- Learn the keyboard by-touch and/or review the keyboard
- Students will follow standard formatting procedures to produce: Memos, Block Letters, Modified Block Letters, Reports using reference notations, as well as, format and edit basic tables in MSWord
- Email messaging: Send/Receive e-mail, attach files/pictures to your e-mail, learn how to open an attachment
- **Timed Writings:** Students are expected to key at least 30 gwpm for 3 minutes with 1 or less errors per minute at the end of the semester. If you already key this fast, then your "Personal Best" is required. You receive a certificate based upon your BEST TW
- Earn Credit-by-exam
  - Banked until you earn 12 units as a credit student

Communication Classes

VESL Speaking

- Improve **listening skills** for note-taking or identifying main ideas in speeches

- Increase **critical thinking skills** by discussing cultural similarities and differences

- Build up **confidence in speaking** by giving informal and formal class presentations

VESL Writing

- Explore the various types of **writing styles**

- Practice the **process of writing** (brainstorming → organizing information → draft revisions)

- Improve **grammar & mechanics** through editing of drafts

- Advance from paragraph writing to **essay writing**

College & Job Success
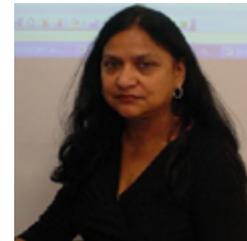
Career & Life Planning

- Learn **study skills & time management** for academic success

- Research **careers** that match your interests and experience

- Develop an **education plan** to follow for the future

- Create a useful **resume** and practice **interviewing skills**

Daytime Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9:30 a.m.		VESL Speaking	Career & Life Planning	VESL Speaking	
9:30 – 11 a.m.		VESL Writing		VESL Writing	
11 – 12:30 p.m.		COMP 1 Keyboarding		COMP 1 Keyboarding	
12:30 - 1 p.m.					

Evening Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
6:30 ↓ 10 p.m.	VESL Speaking	Career & Life Planning	COMP 1 Keyboarding Lecture + Lab	VESL Writing	COMP 1 Keyboarding Lecture + Lab
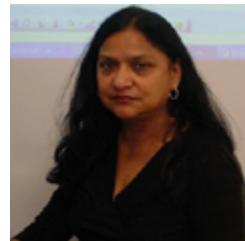
VESL 2 - Computer Class

CSB 15: *Microcomputer Applications*

- **Internet**: Searching, Sending email and attachments

- **Essential Computer Concepts:** Hardware/Software

- **Windows Operating System** to manage disks and files.

- **Word**: Create and edit documents with Word Processor

- **Excel**: Use Spreadsheet software for business applications

- **Access**: Create, maintain and query information using a Database Management System

- **PowerPoint**: Produce a presentation using Presentation software

- ❖ Earn Credit-by-exam

VESL 2 – Continue with Language & Career Classes

English Class

Take any English class that will continue to improve your communication and study skills:

- AmLa or English (credit)

Career Elective

Choose a vocational credit or non-credit course, with advice from the ESL counselor, that is related to your field of interest:

- Principles of Marketing
- Graphic Design
- Accounting

Students who have taken VESL say…

"Being in VESL helped me find an excellent job as a sales person at CitiFinancial. I was able to apply the knowledge I acquired in the program, specifically the use of Excel, Word, and business vocabulary. These skills helped me become a top ranking sales representative in a region of a 108 employees. Two years after I started working at CitiFinancial, I became an assistant manager."

Beatriz Cruz

SUCCESS

Students who have taken VESL say…

"Thanks to VESL, I feel very confident writing business letters and communicating with my boss at work. I am the ATM processing dept. lead at my bank, and I will be promoted to the workflow/balancing director soon. I am very happy with my career."

Tina Chen

SUCCESS

Students who have taken VESL say…

"VESL helped me in many ways. First, the classes taught me how to prepare for a job and become comfortable with my own abilities. Second, thanks to that excellent VESL program I became a front desk supervisor and trainer at a Best Western Hotel. And last, I learned so much about the business industry that later on, I decided to open my own tailoring business in San Diego. "

Elvia Valente

SUCCESS

Students who have taken VESL say...

"I'd like to thank all VESL instructors. The training I received through the VESL program helped me to obtain my current job at CEIVA, a digital photo frame manufacturer. I knew exactly what to say during my job interview; I was very comfortable with myself and my speaking skills. To me this is the beginning of something better in my life."

Esly Ramirez

SUCCESS

Students who have taken VESL say…

"After attending the VESL program for two semesters, I was able to take credit classes at Mt. SAC. Once I completed my education, I received a full time position as a Computer Facilities Supervisor for the ESL Department. The one thing I will always remember about the program is, that whatever you learn in VESL, you will use in the future, regardless of what profession you decide to pursue."

Antonio Gallardo

SUCCESS

Spring 2010 Registration

- Begins on Monday, February 8, 2010
- ESL Registration Counter – Bldg. 66
- 8 AM to 8 PM
- Monday to Wednesday only
- Registration priority not required

Spring Semester

February 22 – June 11, 2010

Please Remember…

- Students are required to take all classes in the VESL program together.

- Students cannot take an ESL Level class once they have completed the VESL program.

For more information, please contact:

Heidi Alcala @ Ext. 5236

VESL Outreach Specialist

VESL Website: mtsacvesl.pbworks.com

VESL Careers Paths

The pathway to your future success!

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