

# 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...



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

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



# The Secret to Success



**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 (1<sup>st</sup> Semester)

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



## VESL 2 (2<sup>nd</sup> Semester)

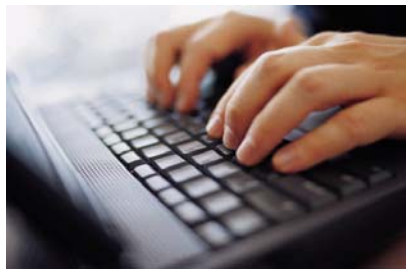
1. *Microcomputer Applications (CSB 15)*
2. *English (AmLa or English)*
3. *Elective (In your career area of interest)*



# 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**

<b>8 – 9:30 a.m.</b>		<b>VESL Speaking</b>		<b>VESL Speaking</b>	
<b>9:30 – 11 a.m.</b>			<b>Career &amp; Life Planning</b>		
<b>11 – 12:30 p.m.</b>		<b>COMP 1</b>		<b>COMP 1</b>	
<b>12:30 - 1 p.m.</b>		<b>Keyboarding</b>		<b>Keyboarding</b>	



# Evening Schedule



**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**6:30**  
↓  
**10 p.m.**

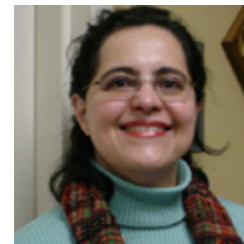
**VESL  
Speaking**

**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

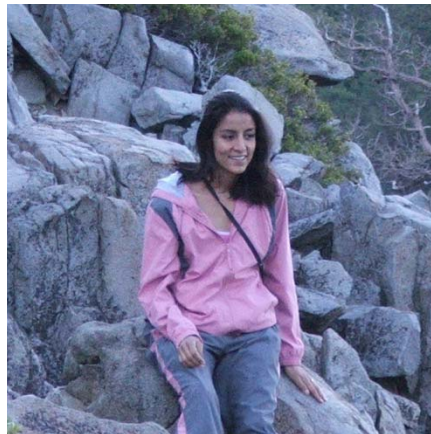
Choose a vocational credit or non-credit course, with advice from the ESL counselor, that is related to your field of interest:

- 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





# 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



# 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



# 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



# 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



# 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](http://mtsacvesl.pbworks.com)



# VESL Careers Paths



**The pathway to your future success!**



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