



**AACA 華美福利會** Educate. Empower. Employ.  
**Asian American Civic Association, Inc.**

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## **New Roots to Employment Course Syllabus**

November 4, 2014 – June 30, 2015

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### **Welcome to New Roots to Employment**

Your educational experience and English language skills have qualified you for this exciting opportunity to pursue your career here in the U.S.

This course will help you improve your English communication through conversation, reading, and writing, along with language used in your industry and in the general workplace. Job readiness skills and cultural issues are a large part of the course.

### **Topics**

- English for getting a job in your career, including job hunting, filling out applications, writing cover letters and resumes, and interviewing.
- English for on the job, including training and safety, interacting with coworkers and clients, and performance evaluations.

### **Goals**

By the end of the course, you will be able to:

- Search and apply for jobs in your field, and attain a job
- Write proper email messages, cover letters, and resumes
- Use awareness of US culture to communicate effectively with colleagues and work with a diverse group
- Communicate competently in English for various purposes related to your career

## Program Overview

November 4-March 3	March 4-June 30
<ul style="list-style-type: none"> <li>• <b>Online class</b> – You will study from home on your computer. There will be course lessons on a computer, plus weekly web meetings to practice using skills from the lessons, and to improve conversation and pronunciation skills.</li> <li>• <b>Class meetings at AACA</b> – about every other Tuesday. You will practice applying for jobs, workplace English, and US culture. ESL skills include pronunciation, conversation, vocabulary, and writing.</li> </ul>	<p><b>Job search</b> - You will have meetings with the job developer to search, apply, and interview for jobs in your field.</p>

## Weekly Curriculum

This curriculum provides a general outline of the main topics that will be covered each week. However, depending on the time needed for activities and the needs of the class, the scheduling of topics may change.

Week 1 November 4-10 Class at AACA 11/4 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Introductions and expectations</li> <li>○ Orientation to online course</li> <li>○ Introducing Yourself</li> <li>○ Writing a Cover Letter</li> <li>○ Filling Out a Job Application</li> </ul>
Week 2 November 11- 17	
Week 3 November 18-24 Class at AACA 11/18 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Discussing Working Conditions</li> <li>○ Writing a Resume</li> <li>○ Interviewing for a Job</li> <li>○ Job Contracts</li> </ul>
Week 4 November 25-December 1	
Week 5 December 2-8 Class at AACA 12/2 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Training on the Job</li> <li>○ Safety Rules and Procedures</li> </ul>
Week 6 December 9-15	
Week 7	<ul style="list-style-type: none"> <li>○ Job Procedures</li> </ul>

December 16-19 Class at AACA 12/16 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Ordering Supplies</li> <li>○ Offering Services</li> <li>○ Interacting with Co-workers</li> </ul>
<b>December 21-January 3 Vacation</b>	
Week 8 January 5-12 Class at AACA 1/6 from 2:00– 5:00	Continuation: <ul style="list-style-type: none"> <li>○ Job Procedures</li> <li>○ Ordering Supplies</li> <li>○ Offering Services</li> <li>○ Interacting with Co-workers</li> </ul>
Week 9 January 13-19	<ul style="list-style-type: none"> <li>○ Students’ Topics of Choice</li> <li>○ Presentations</li> </ul>
Week 10 January 20-26 Class at AACA 1/20 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Handling Customer Complaints</li> <li>○ Complaints about Your Work Performance</li> </ul>
Week 11 January 27-February 2	
Week 12 February 3-9 Class at AACA 2/3 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Job Hunting</li> <li>○ Performance Evaluations</li> </ul>
Week 13 February 10-13	
<b>February 15-21 Vacation</b>	
Week 14 February 23-March 2 Class at AACA 2/24 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Students’ Topics of Choice</li> <li>○ Presentations</li> </ul>
Week 15 March 3-6 Class at AACA 3/3 from 2:00– 5:00	<ul style="list-style-type: none"> <li>○ Orientation to job search portion of New Roots program</li> <li>○ Party</li> </ul>

**Measurement of progress**

Students’ comprehension will be measured through activities, quizzes, and oral presentations.

**March 3 – June 30**

Job search with Cyndy