



**ELD 097 - S01: Self-Paced Course  
Spring - Summer 2012**

<b>Instructor:</b>	Pamela Rubidge
<b>Office:</b>	<b>Interurban</b> CBA 132 Lansdowne E222
<b>E-mail:</b>	<b>rubidge@camosun.bc.ca</b>
<b>Phone:</b>	370-4972
<b>Office Hours:</b>	2:00 – 3.30,
<b>Classroom:</b>	<b>Interurban</b> CBA 160, Tuesday 3:00 – 6:00pm Thursday By appointment <b>Lansdowne</b> E202 Wednesday 3.00 – 6.00 p.m.
<b>Course Dates:</b>	May 7 – August 17

**Course Description:**

This course is intended to provide the necessary language skills and cultural competence to prepare you to work and/or undertake further study in the professional fields in Canada. Using real-world examples and sample documents, you develop communication competencies through writing general workplace correspondence and reports. You review the vocabulary and grammar skills required to write effectively and accurately through self-study exercises. In addition, because today’s workplace is increasingly electronic, you use computers extensively to communicate by e-mail, and conduct research. The course is designed for non-native speakers of English, and focuses on the writing process and clear writing techniques. The course is equivalent to Grade 12 English and successful completion of the course gives you the prerequisite to enter English 150 and/or other college courses.

**Suggested Text Books:**

Oxford English Dictionary, Thesaurus and Word Power Guide

**Evaluation:**

**Evaluation:**

Grades:

A+	= 90-100%	B	= 73-76%
A	= 85-89	B-	= 70-72
A-	= 80-84	C+	= 65-69
B+	= 77-79	C	= 60-64
		D	= 50-59
		F	= 0-49

Camosun grading policy is at:

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.pdf>.

**Completion Requirements:**

Students must reach an adequate level of competency (60%) in the course.

**Academic Honesty:**

All assignments must be written entirely by you. Plagiarism, i.e. copying the work of a classmate, Internet resources or copyrighted materials, is considered dishonest use of another’s ideas.

**Plagiarized work will result in a zero grade for the assignment.** In extreme cases, plagiarism will result in a failing grade for the course. This policy is in accordance with the Camosun College Calendar – Student Conduct section.

**Computer Experience required for this course.**

This course assumes a minimum level of proficiency skills. The following is a list of skills that you should be comfortable with to be successful in this course.

- Basic keyboard and mouse proficiency
- Word-processing (typing, cutting, copying and pasting)
- Working with files (opening, saving and 'saving as")
- e-mail (sending, receiving, replying, forwarding and attaching files)
- Internet/WWW (navigating the internet and understanding how it works)

**Intended Learning Outcomes**

- Write paragraphs, emails, summaries and reports that demonstrate knowledge, understanding, and appreciation of language and how it is used.
- Write using a process approach
- Prepare and present a variety of technical and professional communications and documentation that occur in the workplace.
- Identify grammar errors and correct them
- Demonstrate good control of complex structures
- Incorporate feedback into writing
- Read in English for information, to learn the language, to develop reading skills
- Use unilingual dictionary when reading for precisions vocabulary building
- Use research to help stimulate ideas

**Assessment & Evaluation**

Unit 1 Assignments	20%
Unit 2 Assignments	20%
Unit 3 Assignments	25%
Unit 4 Assignments	35%
<b>Total</b>	<b>100%</b>

**Reading/Writing Exchange Tasks**

Article 1	25%
Article 2	25%
Article 3	25%
Article 4	25%
<b>Total</b>	<b>100%</b>

Please note that self-paced courses are consistently revised. If you do not complete a course and wish to carry your assignment marks forward to a new term, you must enrol in the next consecutive term.