CAMOSUN COLLEGE
School of Access
ELD Department

e-Work Emails
EWRK-104-DX01 (67280)
Summer 2012

COURSE OUTLINE

The calendar description is available on the web @
http://camosun.ca/learn/calendar/current/web/ewrk.html#EWRK104

Ω *Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

Instructor Information

(a) Instructor	Heather del Villano	
(b) Office hours	By appointment as necessary	
(c) Location	Online, via skype, on the phone	
(d) Phone	250 661 1512	**Alternative:**
(e) E-mail	delvillanoh@camosun.ca	
(f) Website	https://online.camosun.ca/d2l/lp/homepage/home.d2l?ou=6654	

Course outline
Delivery mode: online group study
Time: 35 hours
Duration: Seven weeks
Prerequisite: CLB 7 or above

Overview
This course is all about how to get things done at work using email. The skills discussed in each lesson will help you to write and respond to different types of email using effective language, tone, spelling and layout.
There are six lessons in the course. The lessons focus on different functions of emails. Lessons one and two present the structure and language for writing emails to request information and permission. Lesson three introduces techniques for writing clear informative emails. Lesson four teaches how to use down-toning expressions and delicate but firm language to resolve problems by email. Lesson five focuses on responding to emails. All five lessons include practice exercises and quizzes for each of the topics and discussion board activities and assignments. They also contain practice exercises and quizzes that focus on developing the following skills: vocabulary, grammar and listening through dictation. In lesson six, you consolidate what you have learned in three email assessment tasks.

Learning Outcomes
The Canadian Language Benchmarks outcomes this course helps you achieve are:
- writing formal or informal email messages for a variety of purposes (CLB 8, 9)
- identifying differences between personal and impersonal style. (CLB 9)
- identifying tone (CLB 8)

If you want to know more about these benchmarks, go to the Canadian Language Benchmarks site

Evaluation

To receive a letter of completion for this course, you must complete at least twelve of the sixteen (75%) course discussion board activities and assignments.

Expectations
Your instructor will reply to most emails, discussion posts and assignments within twenty-four to forty-eight hours during the work week.
Your instructor will post guidelines and due dates for all discussion posts and individual assignments in the 'News Item' section on the course home page.
Your perspective on the course content and structure is very important to us. After lesson three and at the end of the course, your instructor will email you 'course feedback' questions for you to answer and share your experience of the course.

A. Grading System

☐ Standard Grading System (GPA)

☒ **X** Competency Based Grading System

STUDENT CONDUCT POLICY

> There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
> http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B.   Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	*In progress*: A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	*Compulsory Withdrawal*: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.