



**ELD 097: Self-Paced Course
Winter 2014**

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Office Hours:	by appointment
Classroom:	M,T,Th Interurban Campus CBA 160 3:00 – 6:00pm Wed Lansdowne Ewing 202 3:00 – 6:00 pm
Course Dates:	Jan. 6-April 18/2014

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. The vocabulary and grammar skills required to write effectively and accurately are reviewed 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.

Evaluation:

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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, letters, 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	15%
Unit 2 Assignments	15%
Unit 3 Assignments	25%
Unit 4 Assignments	25%
Total	80%

Grammar Review Assignments

In business and professional writing, accuracy is extremely important. To help you develop accuracy the ELD 097 self-paced course includes 4 Grammar Units. Each unit focuses on major aspects of English grammar that you need to manage in order to improve your proficiency in English. At the end of each Grammar Unit, your instructor will give you an in class REVIEW TEST to assess your progress and understanding of the grammar item(s) presented in the units. There are 4 Review Tests. On completion of all 4 Grammar Units and Review Tests, you take an in class FINAL EXAM.

4 review tests (one per unit)	10%
Final Grammar exam	10%
Total	20%

TOTAL	100%
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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.