



**CAMOSUN COLLEGE**  
**School of Access**  
**English Language Development Department**

**ELD BUS – B01/B01IE**  
**ELD Support Course - Business**  
**Winter 2014**

**COURSE OUTLINE**

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The calendar description is available on the web @ <http://camosun.ca/learn/school/access/archives>

*Keep this outline for your records to assist in transfer credit to post-secondary institutions.*

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**Instructor:** Lisa Robertson  
**Office:** CBA 140  
**Phone:** (250) 370-4952  
**E-mail:** robertsonL@camosun.bc.ca

**Class Time:** Monday 4:30 - 5:50  
Wednesday 2:30- 4:20

**Classroom:** CBA 101

**Individual Consultations:** Make appointments with Lisa by phone, email or in person as needed

**Office hours:** No appointment needed but Lisa may be busy with other students  
Tuesday 3 - 4  
Wednesday 1:30 -2:30  
Thursday 10-11

**Online:** Check the News in D2L ([online.camosun.ca](http://online.camosun.ca)) for the most recent handouts and materials

**Intended Learning Outcome**

Business students will be better able to complete assignments, participate in class and manage their own learning.

**Course Content**

ELD BUS a support course for non native English speaking students enrolled in college level Business programs at Camosun College. The instructor will provide English language help and academic support to enable students to succeed in these courses.

ELD BUS includes two classes per week, access to online materials, and one-on-one consultations with the instructor. The class and online materials are connected to the text books and assignments for BUS 130 and 150. The one-on- one consultations can be for any course.

In ELD BUS, the instructor helps students with any language, communication and culture challenges, including vocabulary, reading comprehension, writing, classroom expectations, interacting with the instructor, interacting with other students, preparing assignments, and giving presentations, etc..

## Requirements

ELD BUS is not a credit course. There are no tests, assignments or marks. Attendance is optional. However, regular attendance and practice help students be successful in BUS 130 and 150. One on one consultations help Business students succeed in other courses.

## Grading System

<http://www.camosun.bc.ca/policies/policies.php>

ELD BUS uses a Non GPA, Competency Based Grading System.

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes. The grade does not affect the GPA.

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.

## Learning Support and Services For Students

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

## 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://www.camosun.bc.ca/policies/policies.html>