



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

**ELD BUS – B01/B01E**  
**ELD Support Course - Business**  
**Fall 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 (24 hour voice mail)  
**E-mail:** robertsonL@camosun.bc.ca

**Class Time:** Tuesday 3:30 - 4:50  
Thursday 3:30- 4:50

**Classroom:** CBA 145

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

**Office hours:** No appointment is required at these times, but Lisa may be busy with other students  
CBA 140 - 12:30 -1:30, Monday, Wednesday, Thursday

**Online:** Check the News in D2L ([online.camosun.ca](http://online.camosun.ca)) for the most recent handouts and materials, posted once a week on Friday.

**Course Description:** This Business Support course is designed to provide non-native speakers of English with the skills to connect past learning, language, and cultural experiences with the active learning environment of Camosun College. Students will learn strategies to improve group discussion and team building skills, interact effectively with instructors and colleagues, comprehend course content, and demonstrate comprehension clearly.

ELD BUS is for 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 workshop style 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 appointments 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..

By the end of the course, students will be better able to complete assignments, participate in class and manage their own learning.

**Intended Learning Outcomes:** Upon successful completion of this course, students will be able to:

- Demonstrate effective group communication skills during both in-class discussions and team meetings.
- Apply strategies that will lead to improved collaboration with classmates of varied cultural and linguistic backgrounds.
- Identify opportunities for enhancing learning by understanding the student/instructor dynamic through a Canadian post-secondary perspective.
- Develop critical thinking skills that will lead to greater comprehension of lectures and associated course materials and improved ability to demonstrate understanding.
- Integrate students' existing learning strategies and the active learning strategies needed in the Canadian post-secondary environment into an effective learning style

**Requirements:** ELD BUS is not a credit course. There are no tests, assignments or marks. Attendance is optional. Regular attendance in the workshops and one on one appointments and practice help students be successful in their Business courses.

**Evaluation:** All enrolled students automatically receive a grade of COM. Evaluation is based on student self-assessment of their English language and their progress in their business courses.

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

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>