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

*ELD-BUS-B01*
*ELD Support Course - Business*
*Winter 2016*

# COURSE OUTLINE

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

*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:** Beth Konomoto
**Office**: CBA 141 A
**Phone**: (250) 370-4936 (24-Hour Voice Mail)
**E-mail:** konomotob@camosun.bc.ca

**Class Meeting Time / Location:**
Tuesday 8:30-9:50 CBA 116
Friday 8:30-10:20  CBA 212
plus individually scheduled hours with instructor as needed

**Office hours**: Wednesday and Thursday mornings
Other times – by appointment

**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.

**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

**Course Content**

This is a business communications 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 and in the workplace.

In ELD BUS, students will work closely with the instructor to learn strategies for success in the Canadian classroom and workplace, with special emphasis on the difficulties encountered when studying and working in a second language. The instructor will help students with any problems they may be having, including language issues (vocabulary, reading comprehension, written accuracy, etc.) and classroom expectations (interacting with the instructor or other students, preparing assignments or presentations, etc.).

ELD BUS classes include workshops and at the request of the student, one-on-one consultations with the instructor. Workshop materials are available online on D2L.

Students should come to the sessions with specific questions and areas in which they require help.

## Basis of Student Assessment

Attendance and active participation: While ELD BUS is not a credit course, regular attendance and active participation in the sessions is a key component of success in business courses.

## Grading System

ELD BUS uses a Competency Based Grading System, See page 3 for further details

## 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

## Grading Systems  *http://www.camosun.bc.ca/policies/policies.php*

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. |

## 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://www.camosun.bc.ca/policies/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. |