ELD 097: Self-Paced Course
Spring 2017

Instructor:	Clifford Dyer
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Hours:	by appointment
Classroom:	**Mon., Tue., Thur.,** Interurban Campus CBA 160 3:00 – 5:30 pm
	Wednesday, Lansdowne Campus Ewing 202 3:30 – 5:30 pm
Course Dates:	May 02, 2016 – Aug.12, 2016
No classes:	May 22, Mon. Victoria Day; July 3; Mon. Canada Day, Aug. 7, Mon. BC Day

Course Description:

This course is designed for non-native speakers of English and provides the necessary language skills and cultural competence to prepare learners to work and/or undertake further study in Canada. Using real-world examples and sample documents, learners develop communication competencies through writing general workplace correspondence and reports, with a focus on the writing process and clear writing techniques. 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, learners use computers extensively to communicate by e-mail, and conduct research. Successful completion of the course gives learners the prerequisite to enter English 151 and/or other college courses and is the equivalent to Grade 12 English.

Evaluation:

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

At the successful completion of this course, students will be able to do the following:

1. Apply the knowledge, skills, and processes needed to communicate by listening, speaking, reading, writing, and viewing.

2. Write paragraphs, essays, summaries, and short reports that demonstrate knowledge, understanding, and appreciation of language and how it is used.

3. Write using a process approach.

4. Prepare and present a variety of technical and professional communications and documentation that occur in the workplace.

5. Apply the appropriate formats associated with each writing/communication task.

6. Determine the most appropriate means (written, oral, and visual) to transfer information.

7. Write short business reports that employ basic practical technical and professional communication principles.

8. Write a research report using a variety of research methods to collect data.

9. Analyze the informational needs and backgrounds of various audiences and construct written assignments appropriate to the intended audience.

10. Identify writing errors using a peer editing process.

11. Explain the value and limitations of collaborative work.

12. Collaborate and consult effectively with others in completing communications tasks.

13. Apply etiquette conventions to technical and professional communicative situations

BUSINESS WRITING COMPONENT

Assessment & Evaluation

Unit 1 Assignments	15%
Unit 2 Assignments	15%
Unit 3 Assignments	25%
Unit 4 Assignments	25%
Total	**80%**

READING COMPONENT

Assessment & Evaluation

Reading Diagnostic Test	15%
Mid-term	35%
Reading Diagnostic test 2	15%
Final	35%
Total	**20%**

TOTAL	**100%**

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.