



**CAMOSUN COLLEGE**  
**School**  
**Access**  
**Department**  
**ELD**

**Tech and Professional English**

ELD 097 Self Paced

**Summer 2019**

**COURSE OUTLINE**

The calendar description is available on the web @

<http://camosun.ca/learn/calendar/current/web/eld.html#ELD097>

*Ω 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.*

**1. Instructor Information**

<b>(a) Instructor</b>	Cliff Dyer	
<b>(b) Office hours</b>	By Appointment	
<b>(c) Location</b>	CBA 135	
<b>(d) Phone</b>	370 4411	<b>Alternative:</b> _____
<b>(e) E-mail</b>	dyer@camosun.bc.ca	
<b>(f) Website</b>		

**2. Intended Learning Outcomes**

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

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. Apply etiquette conventions to technical and professional communicative situations

### 3. Required Materials

(a) Texts: Ten Steps To Advanced Reading Skills; John Langan 2e

(b) Other

### 4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

This course for non-native English speakers develops the critical thinking, reading/writing and oral skills needed to be successful in technical/business programs and professions. Students write an introductory essay, business reports, summaries, research reports and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

May 6-Aug.16-2019 Lecture M, Tu Thurs 3:00 - 05:50PM, Centre Business & Access Bldg, Rm. 160  
W 03:30PM - 05:50PM, Ewing Bldg, Room 202

and/or by appointment

### 5. Basis of Student Assessment (Weighting)

*(Should be directly linked to learning outcomes.)*

#### Writing Assignments

Unit 1 assignments	15%
Unit 2 assignments	15%
Unit 3 assignments	25%
Unit 4 assignment	25%

**Total** **80%**

### Reading Tests

Diagnostic Test Chapters 1 – 5	15%
Midterm Exam	35%
Diagnostic Test Chapters 6 – 10	15%
Final Reading Exam	35%

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100%

**\*Your final reading score will comprise 20% of your final grade for ELD 097.**

## 6. Grading System

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

*(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)*

Standard Grading System (GPA)

Competency Based Grading System

## 7. Recommended Materials to Assist Students to Succeed Throughout the Course

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with

the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

**A. 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.

**B. 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	<i>Incomplete:</i> 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	<i>In progress:</i> 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	<i>Compulsory Withdrawal:</i> 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.