CAMOSUN COLLEGE
School
Access

Department
ELD

Course Abbreviation, Number
& Title
097-D03 Technical and Professional
English – Fixed Pace

Term & Year
Fall 2020

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

(a)	**Instructor**	Gill Atkinson
(b)	**Office hours**	I am available during our scheduled class times and by appointment
(c)	**Location**	Online
(d)	**Phone**	**Alternative:**
(e)	**E-mail**	atkinsong@camosun.bc.ca
(f)	**Website**	

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 Mastering College Reading Skills with Ten Steps Plus Access Code*: John Langan 2018

(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.

This is a fixed-pace online section. Meeting information:

Mondays, Wednesdays and Thursdays 2:30-4:30pm

Plus a minimum of 10 hours self-study per week.

Holidays: September 7, October 12, November 11

Computer Experience Required for this Course
In this course we make extensive use of email, email attachments and D2L. 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")
*   Email (sending, receiving, replying, forwarding, and attaching files)
*   Internet/WWW (navigating the Internet and understanding how it works)

- D2L - E-Learning Tutorials on D2L can be found at:
  https://elearningtutorialscamosun.opened.ca/d2l-tutorials/d2l-for-students/

Completion Requirements
Students must meet an adequate level of competency (60%) to pass 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.

5. Basis of Student Assessment (Weighting)
(Should be directly linked to learning outcomes.)

Writing Assignments

Unit 1 assignments	7.5%
Unit 2 assignments	12.5%
Unit 3 assignments	20%
Unit 4 assignment	20%
Total	**60%**

Reading Tests

Chapter Quizzes	10%
Midterm Exam	10%
Final Reading Exam	15%
Total	**35%**

Participation and short assignments	**5%**

	100%

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.)

| x | 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	*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.