



CAMOSUN COLLEGE  
School of  
Access

ELD Department

097-D01 Technical and Professional  
English – Fixed Pace

Term & Year  
Winter 2021  
January 11- April 17

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   | Elizabeth West   |                    |
| (b) Office hours | I am available on Wednesday from 12:30-1:30 and by appointment |                    |
| (c) Location     | Online   |                    |
| (d) Phone        | 250-370-3691   | Alternative: _____ |
| (e) E-mail       | west@camosun.bc.ca   |                    |
| (f) Website      | _____  |                    |

2. Calendar Description

*(Brief statement of the purpose and description of the course. If any changes are made to this part, the Learning Outcomes may also need to be changed. Due to Calendar restrictions limit description to 50 words.)*

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 essays, business reports, summaries, research essays and analyses of graphic information. Students learn to interpret and integrate information in technical, instructional and informational texts.

### **3. 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.)*

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

### **4. Required Materials**

(a) Texts: *Ten Steps to Mastering College Reading Skills with Ten Steps Plus Access Code*: John Langan 2018

(b) Other: All writing materials and assignments are available online on D2L.

## 5. 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 is a fixed-pace online section with a combination of synchronous and asynchronous work.

Meeting information:

Monday, 8:30-10:20; Tuesday and Thursday: 8:30 am – 11:30 am

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

### Important Dates:

February 15: Family Day -- Holiday

February 16 – 19: Reading Break – No classes

April 2: Good Friday – Holiday, College closed

April 5: Easter Monday – Holiday, College closed

### Computer Experience Required for this Course

In this course we make extensive use of email, email attachments, D2L, and Blackboard Collaborate. 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://elearningtutorialscomsun.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 a 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.

## 6. 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%        |
| <b>Total</b>       | <b>60%</b> |

### Reading Tests

|                    |            |
|--------------------|------------|
| Chapter Quizzes    | 10%        |
| Midterm Exam       | 10%        |
| Final Reading Exam | 15%        |
| <b>Total</b>       | <b>35%</b> |

**Participation and short assignments (including online Discussions) 5%**

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100%

## 7. Grading System

### A. ELD 097-D01 uses the Camosun College Standard Grading System (GPA).

#### 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                       |

### 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. |
|                 |   |

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

In addition to the regular supports instructors offer, students in ELD 097 are encouraged to use the college resources available to them, among others the English Language Help Centre and the Camosun College Library.

## 9. 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.