

## English + Business and Economics Course Outline

### Calendar Description

The English + Business and Economics program is a three-week course (45 hours total) geared towards international university students who are looking for English language experience while focusing on business and Economics topics.

### Course Objectives

The goal of the English + Business and Economics Program is to acquaint students with successful listening, speaking, reading, writing and vocabulary strategies and to apply these strategies in a variety of in-class tasks, independent work and collaborative work, and in formative and summative assessments. The course is designed as an interactive and engaging way for students whose native language is not English to learn about culture, business, and Economics topics, while practicing their conversational English and using a selection of online tools. Students will work collaboratively on a final E-portfolio project to cap off the course.

### Course Outcomes

#### Listening

By the end of the program, students will be able to:

- Identify the main idea and supporting details in an online class, short video or guest lecture.
- Learn strategies to deal with unknown vocabulary.
- Connect program material and topics to background knowledge and personal experiences as they listen.
- Gain a greater understanding of English and vocabulary through interactive learning techniques.

#### Speaking

By the end of the program, students will be able to:

- Make valuable contributions to class discussions.
- Present material in an organized manner and explain it clearly.
- Formulate and ask effective questions of a presenter.
- Orally summarize text and other information from a variety of sources.
- Practice conversational English in a variety of informal and formal settings.
- Participate in an interview by orally responding to questions.

## Reading

By the end of the program, students will be able to:

- Identify and understand the topic and main points of online texts.
- Identify key details and vocabulary.
- Become familiar with reading a variety of online texts including academic materials.
- Apply knowledge of vocabulary to interpret meaning of program material.

## Writing

By the end of the program, students will be able to:

- Identify and write main idea and supporting details.
- Become familiar with different writing styles and contexts.
- Write basic conversational English in online forum discussions.
- Be direct and concise in their writing.
- Write a business report.
- Use problem solution language in their writing.

## Academic Culture

By the end of the course students will be able to:

- Identify and respect common cultural and academic expectations and norms.
- Adjust the formality of their speech in different contexts.
- Communicate effectively and appropriately in intercultural situations. (Based on one's intercultural knowledge, skills and attitudes).
- Behave appropriately and effectively in intercultural situations.
- Demonstrate curiosity, general openness and respect for other cultures.
- Demonstrate cultural awareness, cultural knowledge and capacity for self-assessment.
- Apply appropriate study skills in an academic setting

## Evaluation

In order to proceed to graduate from WELC English + Business and Economics Program, **students must achieve an overall grade of 80%.**

### Coursework (100%)

|                                     |     |
|-------------------------------------|-----|
| Vocabulary Quiz 1 & 2               | 10% |
| Listening Test                      | 15% |
| Reading Test                        | 15% |
| Interview                           | 10% |
| E-Portfolio (group project)         | 10% |
| Case study                          | 10% |
| Completion of independent work      | 10% |
| Online engagement and participation | 20% |

## Assessments

Vocabulary Quizzes – 2 quizzes will be assigned focusing on topics and strategies covered in class.

Listening Test - A listening test will be assigned focusing on topics and strategies covered in class.

Reading Test - A reading test will be assigned focusing on topics and strategies covered in class.

Interview - Students will plan and participate in an interview with other WELC international students.

E-Portfolio - Students will submit a representative selection of their groups' coursework over the 3 weeks and provide a rationale for their submission.

Case Study - Students will write a business report based on a case study.

Completion of independent work - Students will be responsible for completing homework and preparing for online classes.

Online engagement and participation – Students are expected to attend all online classes and actively participate in class discussions, group work, and respond to online forum posts regularly.

## Policy Statements

**Attendance:** Students are expected to attend all scheduled virtual conferences, lessons, tests and quizzes, and complete the provided weekly check list following provided due dates. In the case of absence, they are **required to inform their instructor on the same day** who may assign additional course work. They will still be marked as absent and are responsible to cover the missed material.

**Late Penalties:** Unexcused late assignments will be penalized at a rate of 5% per day and will not be accepted more than 3 days after the due date unless prior arrangements have been made with the instructor.

**Use of Electronic Devices:** All students will require a computer with a microphone, speaker or headphones and a stable internet connection. Depending on the student's location they may need a VPN.

Electronic devices are allowed for academic purposes. During tests and quizzes using additional devices and software to assist are not allowed.

**Office Hours:** Office hours will be held remotely on a weekly basis. Please request a 1-on-1 video conference by emailing your instructor in advance. Please expect at least 24 hours for a response from your instructor.