



The Approved Course Description is available on the College website at: <http://camosun.ca/learn/calendar/current/web/engl.html>

1. Instructor Information

Instructor: Karen Lightbody

Phone: 250-588-8277

Office Hours: By appointment

email: lightbodyk@camosun.bc.ca

Location: Saanich Adult Education Centre, CELASET (Moving Forward) Program

Class Schedule: Monday and Wednesday, 9:30 - 12:20 pm

2. Intended Learning Outcomes

Students will achieve the following:

- Read a variety of career-related materials for a variety of purposes, including literal and inferential comprehension, skimming and scanning, summarizing, interpretation and evaluation, research, and study to approximately the grade 11 level.
- Use various skills and strategies to build vocabulary and will be able to understand vocabulary in context to approximately the grade 11 level.
- Revise and edit work to improve content, organization, word choice, phrasing, sentence and paragraph structure, spelling, punctuation, and grammar.
- Compose focused, organized, well-supported types of compositions for a variety of purposes, including expository paragraphs, summaries, business letters, resumes, reading logs, reflective journals, and email messages.
- Learn various student-success strategies, including note-taking and working collaboratively or independently to establish goals and priorities.
- Participate in group activities, and will make a small group presentation or present to an instructor how to perform some sort of process activity.

3. Required and Recommended Materials

- a) *Gage Canadian Dictionary*
- b) *Roget's Thesaurus*
- c) *Essential Reading Skills*, 3rd or 4th edition by Kathleen McWhorter
- d) Instructor selected reading materials
- e) Student selected reading materials

4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Health Care Assistant Program.

5. Schedule:

6 in-class hours (2x 2 hr, 50 min classes)

4 Help Centre hours (arranged by the student)

6. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	1 narrative; 1 process	10	Practice with narrative and process patterns
Business Writing	1 letter; 1 resume	10	Produce a resume, cover & or business letter
Critical Reading	Read textbook and complete 5 chapters	20	Work from <i>Essential Reading Skills</i> : Chapters 1, 3, 4, 5 & 8 (3 rd ed.) Chapters 1, 2, 3 & 4 (4 th ed.)
Reading Log	2 week reading log	5	Maintain a 2 week reading log
Glossary	20-30 terms	10	Create a career-related glossary
Email	Email instructor	5	Write an informative or request email
Journal Entries	5 Non-fiction reflective entries	20	Write paragraphs of reflective observations
Note-taking & Summary Writing	Study notes and write 200-250 words	10	Take notes and summarize a career-related article
Process	Oral Presentation	10	Give an oral description of a process activity

7. Grading System

A+	90 - 100%	B+	77 - 79%	C+	65 - 69%		
A	85 - 89%	B	73 - 76%	C	60 - 64%		
A-	80 - 84%	B-	70 - 72%	D*	50 - 59%	F	0 - 49%

**Minimum level of achievement for which credit is granted; a course with a 'D' grade cannot be used as a prerequisite.*

Progress

Students are expected to complete each course within 2 – 4 months. Students having difficulties meeting this goal should explore, with their instructor, additional supports that may be available. Students with a record of poor attendance and progress may not be permitted to re-register in Community Learning Partnerships Department courses.

8. Learning Support and Services to Promote Student Success

ACADEMIC UPGRADING HELP CENTRE (CBA 109) - INTERURBAN CAMPUS

Coursework support, reference and support materials, printer, quiet testing and study area

Aboriginal Services (Education, Financial & Cultural)
Academic Advising
Assessment Testing
AudioVisual Services & Equipment
Bookstore
Cafeterias & Restaurants
Camosun College Student Society
Career Resource Centre
Child Care
Computer Labs
Counselling (Career, Educational, Personal & Cultural)
Dental Clinic
Disability Resource Centre
Financial Aid & Awards
First Nations Student Association

Fitness & Recreation
Help Centres (tutoring in English, ESL, Math)
Housing Registry Online
Library
Lockers
Medical Coverage & Accident Insurance
Nexus Student Newspaper
Ombudsman
Personal Safety
Photocopying & Printshop
Sexual Health Clinic
Student Clubs
Student Employment Services
Student ID/Library Cards/U-Pass Student Bus Pass
Wireless networking
Women's Centres

Camosun services are here to help you succeed in and out of the classroom. Our goal is to provide you with the best learning experience possible. This information is available in the Registrar's Office or the College web site at: <http://camosun.ca/services/>

9. College Policies

STUDENT CONDUCT

The purpose of this policy is to provide clear expectations of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct. <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

STUDENT GRADING POLICY

The purpose of this policy is to ensure that grading and promotion are consistent and fair. <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

ACADEMIC PROGRESS POLICY

The purpose of this policy is to enhance a learner's likelihood of success and to encourage the learner to use College resources effectively. <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>