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## COURSE OUTLINE

### 1. Instructor Information

Instructor: Karen Lightbody  
Location: Saanich Adult Education Centre  
Office hours: By appointment  
Email: [lightbodyk@camosun.bc.ca](mailto:lightbodyk@camosun.bc.ca)  
Phone: 250-588-8277

### Class Information

Class Schedule: Wednesday and Friday 9:00 a.m. - 11:50 a.m.  
Start Date: September 9, 2015      End Date: December 18, 2015

### 2. Intended Learning Outcomes

*Students will achieve the following:*

- Read a variety of 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, cover letters, business letters, resumes, reading logs, and reports or business plans or proposals.
- Learn various student-success strategies, including note-taking.
- Learn strategies to distinguish distracters from answers on multiple-choice tests.

### 3. Required and Recommended Materials

1. *Gage Canadian Dictionary*
2. *Roget's Thesaurus*
3. *Essential Reading Skills* 4<sup>th</sup> edition by Kathleen McWhorter
4. Instructor and student selected reading materials

### 4. Course Content

A focus on reading comprehension, vocabulary development and writing skills prepares students for the Trades (*Carpentry, Horticulture, Auto-mechanics, Heavy Duty, Diesel, Plumbing, Gas-Fitting, Sheet Metal, Aircraft Sheet Metal, and Welding.*)

## 5. Basis of Student Assessment

Category	Assignment	% of Grade	Description
Paragraphs	3 practice; 1 timed	10	Practice with a variety of writing patterns
Business Writing	1 letter; 1 resume	10	Produce a resume, cover & or business letter
Critical Reading	Chapters 1, 2, 3 & 4	20	Work from <i>Essential Reading Skills</i> :
Reading Log & Reflective Paragraph	2 week reading log & reflective paragraph	10	Maintain a 2 week reading log & write a reflective paragraph on that experience
Glossary	20 - 30 terms	10	Create a career-related glossary
Multiple-Choice Quiz	5 question quiz	5	Design a 5 question multiple-choice quiz
Quiz Pilot	Pilot & mark quiz	5	Pilot quiz with instructor and IA
Note-taking & Summary Writing	Study notes and write 150-200 words	10	Take notes and summarize a career-related article
Research Report	Use sources and organize ideas	20	Research and write a career-related report

## 6. 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 Academic and Career Foundations Department courses.

## 7. Learning Support and Services to Promote Student Success

### LEARNING SUPPORT AND SERVICES FOR ALL STUDENTS

[Planning your education](#), [Getting your coursework done](#), [Campus life](#), [Personal support](#), [Work and housing](#), [Getting around](#) [Academic Advising](#), [Assessment Testing](#), [Calendar](#), [Camlink: Registration](#), [Class & Personal Info](#), [Continuing Education](#), [Co-op Education](#), [Distance & Distributed Education](#), [Education Funding Tips](#), [Financial Aid & Awards](#), [Forms](#), [Graduation](#), [Lockers](#), [Tuition Fees & Payment](#), [Student ID/Library Cards](#), [Study Abroad](#), [Transfer Credit](#) [AudioVisual Services & Equipment](#), [Bookstore](#), [Computer Labs](#), [Help Centres](#) (tutoring in English, ESL, Math), [Learning Skills](#), [Library](#), [Photocopying & Printshop](#), [Writing Centre](#) [Fitness & Recreation](#), [Cafeterias & Restaurants](#), [Camosun College Student Society](#), [First Nations Student Association](#), [Medical Coverage & Accident Insurance](#), [Nexus Student Newspaper](#), [Student Clubs](#), [Village 900 radio](#), [Wireless networking](#), [Women's Centres](#) [Aboriginal Services](#) (Education, Financial & Cultural), [Campus Emergencies](#), [Child Care](#), [Counselling \(Career, Educational, Personal & Cultural\)](#), [Dental Clinic](#), [Disability Resource Centre](#), [International Counselling](#), [Ombudsman](#), [Personal Safety](#), [Sexual Health Clinic](#) [Career Resource Centre](#), [Housing Registry Online](#), [Student Employment Services](#), [Campuses & Maps](#), [Parking & Transportation](#), [U-Pass Student Bus Pass](#)

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-2.5.1.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>