

Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.



School of Access: Academic and Career Foundations Department

ITPP ENGL 058: *Trades English*

Course Outline - Fall 2019

The Approved Course Description is available on the College website  
<http://www.camosun.ca/learn/calendar/index.html>

## 1. Instructor and Course Information

**Instructor:** Mice Albano  
**Office:** CBA 110 at Interurban  
**Phone:** (250) 370-4915  
**E-mail:** [albano@camosun.bc.ca](mailto:albano@camosun.bc.ca)  
**Office Hours:** Tuesdays and Thursdays 11:20 to 12:30  
Other days and times by appointment

**Class Hours:** 6 hours instruction per week, plus 4 hours in the Help Centre  
**Course location and times:** September 4<sup>th</sup> to December 5<sup>th</sup>  
**Classroom:** Mondays to Thursday - 12:30 to 2:20pm CBA 106  
**No classes:** - Thanksgiving Day - October 14<sup>th</sup>  
Remembrance Day - November 11<sup>th</sup>

### Important Note about this Course Outline:

On the following pages, the course is explained in detail. Assignments, marking, and the method of determining final grades are covered. If any part of this outline is not understood, or if you have any questions, please ask the instructor for clarification. The instructor will abide by the course outline and students are expected to read and understand its contents.

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## 2. Course Description:

This course focuses 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.*)

## 3. Pre-requisites

English 033 or Assessment

## 4. Course Type

All our classes are **Self-Paced**: Students complete the course outcomes at a pace that best suits their lifestyle. This means:

1. We will start the class with a group lesson that will help students reach the course outcomes.
2. Students are working at different parts of many different courses, all at the same time,
3. Instructors will connect with students often and see how they are doing. Also, students ask for help when they need it. Students use the Help Centre to support their learning.
4. Students have the responsibility to attend class every day, work hard, and ask for support when needed.

Instructors meet each student in the first class or two, and over time, they learn how best to support student's learning.

## 5, 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.

## 6. 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

Category	Assignment	% of Grade	Description
Critical Reading	Read textbook and complete 5 chapters	20	Work from <i>Essential Reading Skills: Chapters 1, 3, 4, 5 &amp; 8</i> (3 <sup>rd</sup> ed.) Chapters 1, 2, 3 & 4 (4 <sup>th</sup> ed.)
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

## 7. Required and Recommended Materials

- Student and/or instructor selected reading materials and works of literature
- Resources to develop specific reading skills (from the Help Centre)
- *Ten Steps to Building College Academic Skills, by John Langan, 6<sup>th</sup> Edition*
- *Thinking and Writing: A Guide to Paragraphs and Essays* by Ray Bigauskas
- A dictionary and a thesaurus
- A binder with paper, an USB stick to save work, pencils and pens.

## 8. Grading System

Competency based 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

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

### ACADEMIC UPGRADING HELP CENTRE (CBA 109)

All Upgrading students have are **strongly encouraged** to make use of this service.

Aboriginal Services (Education,  
Financial & Cultural),  
Academic Advising  
Assessment Testing  
AudioVisual Services & Equipment  
Bookstore  
Cafeterias & Restaurants  
Camosun College Student Society  
Center for Accessible Learning  
Career Resource Centre  
Child Care  
Computer Labs  
Counselling (Career, Educational,  
Personal & Cultural)  
Dental Clinic  
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/>

## 11. 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>