

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

ENGL 058: *Trades English*

Course Outline - Winter 2021

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

1. Instructor and Course Information

Instructor: Faith Shields
Office: online
Phone: (250) 370-4489
E-mail: shieldsf@camosun.bc.ca
Office Hours: by appointment

2. Course schedule: M, W, 8:00-11:20 Please contact your instructor for more information.

3. 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.

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	Read textbook and complete 5 chapters	20	Work from <i>Essential Reading Skills: Chapters 1, 3, 4, 5 & 8 (3rd ed.)</i> Chapters 1, 2, 3 & 4 (4 th 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

6. Required Materials

Essential Reading Skills, 3rd or 4th edition by Kathleen McWhorter
Instructor selected reading materials
Student selected reading materials
Thinking and Writing: A Guide to Paragraphs and Essays by Ray Bigauskas

7. 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*

8. Learning Support and Services to Promote Student Success

ACADEMIC UPGRADING HELP CENTRE (CBA 109)

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

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-2.5.1.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>

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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
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