CLOP – Community Literacy Outreach

College Preparation and Upgrading

Effective Term & Year: Fall 2022
Program Outline Review Date: 2025-09-01

Program Area: Literacy

Description:

The Community Literacy Outreach Program (CLOP) helps students develop basic literacy skills to function more effectively in their personal life and within their community. CLOP focuses on literacy skills such as reading, writing, financial literacy, numeracy, math, and strategies for communication and learning as well as parenting skills and basic computer skills. This program also provides English as a second language support for students whose first language is not English.

Program Information:

CLOP is delivered in partnership with the Columbia Basin Alliance for Literacy.

Credentials Granted:

None

Delivery Methods: Directed Studies

Admission Requirements:

None

Program Completion Requirements:

None

Program Completion Requirements Notes:

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

Program Learning Outcomes:

Upon the successful completion of the following CLOP courses, students will be able to:

CLOP 010 CBAL Computer Literacy

- Recognize basic computer and tablet components (e.g. monitor, hard drive, screen) and terminology
- Adjust settings and personalize viewing options
- Develop file management skills: save and retrieve documents
- Create an email account and demonstrate the basic use and functions
- Complete research using the internet
- Explore social media
- Create basic office documents: Word, Excel and PowerPoint

CLOP 012 English / Math Skills

- Develop workplace skills, including communication skills , problem solving, document use, specific job related math skills,
- Develop basic writing skills
- Demonstrate skills in writing through journaling, creative expression activities , and autobiography
- Develop basic numeracy skills
- Develop and apply life skills related to financial literacy, task based numeracy (e.g. cooking)
- Develop and implement study and learning skills
- Develop and improve basic reading skills for adults including: alphabet knowledge, print awareness, phonemic awareness, decoding, and comprehension

CLOP 011 English as a Second Language

- Develop English as a second language skills in listening, speaking, reading and writing that follow the LINC curriculum and use Canada Language Benchmarks for placement and progress
- Develop informal language skills

CLOP 015 Family Literacy

- Create learning activities transferable to the home setting
- Enhance and develop ways to support their children's learning and development in the home
- Prepare and support their children for success in school
- Practice and enhance their own literacy skills such as reading, writing, math and communication skills through engagement in activities related to supporting their children
- Enhance interactions between adult participants and their children

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Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit http://www.cotr.bc.ca/transfer.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.4.8 Academic Performance
- Policy 2.5.3 Grade Appeal

- Policy 2.4.9 Student Concerns Re Faculty

Program Changes:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment and marketing needs. The timetable may also be revised.

Course Descriptions: Refer to Course Outlines – https://outlines.cotr.bc.ca/course/