COLLEGE OF
THE ROCKIES

English Preparatory for Industry – ENGL 006
Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE:	**September 2023**
OUTLINE EFFECTIVE DATE:	**September 2023**
COURSE OUTLINE REVIEW DATE:	**March 2028**

GENERAL COURSE DESCRIPTION:

This non-credit course is designed to build confidence and strengthen basic English skills, such as reading comprehension, vocabulary, spelling, and sentence structure to help students gain the necessary skills to communicate effectively in the workplace. Outcomes will be tailored to the individual to address their current skill levels, needs, and goals.

Program Information: Students may enroll in English Preparatory for Industry to gain the necessary skills to communicate effectively in the workplace and/or to prepare for a formal assessment.

Delivery: This course is directed studies with a continuous intake.

ABE Credits: None

Hours for this course: 30 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours – Directed Studies	30
Total	30

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	N/A

Course Outline Author or Contact:

Leanne Caillier-Smith, MEd

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Signature

APPROVAL SIGNATURES:

Department Head	Dean of Trades and Technology
Joy Brown	Dr. Jack Moes
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2023 – March 2028

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Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: None

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA   ☐ Yes   ☑ No

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit http://www.cotr.bc.ca/Transfer.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

      Handouts and Online resources are supplied.

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Depending on the student's learning plan (course topics required), students will

- use context clues and word structure analysis (prefix, suffix and root words) to determine meaning;
- use skimming and scanning techniques;
- read to locate specific information;
- read and apply prior knowledge for meaning and to draw conclusions;
- use conventional spelling and apply conventional spelling rules, including common exceptions;
- use terms and vocabulary relevant to the specific workplace;
- use correct grammatical structures; and
- revise and edit work to improve content, organization, word choice, phrasing, and sentence structure.

COURSE TOPICS:

Could include:
- Reading and Comprehension
- Spelling
- Decoding
- Vocabulary Building
- Writing
- Sentence Skills: grammar, mechanics, punctuation, and word choice

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EVALUATION AND ASSESSMENT:

Evaluation and Assessment
Course grades will be assigned as follows: English Preparatory for Industry is a Non-credit course. NCC will appear on student transcripts. Exercises assigned in class will be marked in class for student information only.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add material from courses.