

English Fundamental Level 4 - ENGL 040

Access Education/Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE:	September 2005
OUTLINE EFFECTIVE DATE:	September 2021
COURSE OUTLINE REVIEW DATE:	March 2026

GENERAL COURSE DESCRIPTION:

ENGL 040 is a course designed to enable students to function more effectively in personal, work and educational situations. Skill areas are integrated and include reading, writing, strategies for communication and learning, as well as critical thinking. An integrated approach also assists learners to acquire a better understanding of themselves, their communities and their participation in Canadian society by using real-life materials, activities and experiences in their studies, which students then can apply in their daily lives. Desired results include improved self-confidence, self-reliance and self-evaluation.

Program Information: ENGL 040 provides students with the skills necessary to enter English 050.

Delivery: This course is delivered face-to-face in a directed studies format.

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:

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Signature

APPROVAL SIGNATURES:

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Department Head Signature

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EDCO

Valid from: September 2021 – March 2026

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Students must have successfully completed ENGL 030 or College of the Rockies assessment.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

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:

BC Reads: Adult Literacy Fundamental English - Course Pack 4
BC Reads: Adult Literacy Fundamental English - Reader 4
Author(s): Shantel Ivits, Vancouver Community College

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

Reading

Learning Outcome <i>Students will be able to ...</i>	Skills <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
1. read 3-5 paragraph passages of familiar genres (e.g. concrete, factual) including abstract, specialised vocabulary	<ul style="list-style-type: none">• differentiate between fact and opinion• differentiate between likes, dislikes, and preferences• demonstrate strategies for learning and remembering words• use peer feedback and self-monitoring strategies to evaluate meanings and findings• draw inferences and conclusions• understand how quotation marks, semicolons, parentheses, and dashes affect meaning
2. read 3-paragraph passages of unfamiliar topic and genres (e.g. argument, opinion, inference) including familiar vocabulary	

Writing

Learning Outcome <i>Students will be able to ...</i>	Skills <i>By achieving this broader outcome, students will demonstrate that they can also ...</i>
<ol style="list-style-type: none">1. write paragraphs of five to eight sentences using familiar forms (i.e. narrative, process, descriptive, opinion)2. Write formal correspondence to a specified audience	<ul style="list-style-type: none">• use paragraph structure: topic sentence, supporting details, conclusion, and transitional words and phrases• use paragraph format: title line, blank line, indentation, connected sentences, clear margins• demonstrate logical sequencing of sentences• write compound sentences using common subordinating conjunctions• write compound sentences using commas and FANBOYS• recognize and correct fragments and run-on sentences• use consistent verb tenses• use common regular and irregular past tense verbs• use subject/verb agreement• use standard pronoun reference and agreement• edit written work• spell common sight words and homonyms• use MLA format for headings, titles, and margins

For a complete list of the articulation learning outcomes of this course, please refer to the Adult Basic Education in British Columbia's Public Post-Secondary institutions: A Guide to Upgrading in BC's post secondary institutions : [An Articulation Handbook 2020/2021](https://www.bctransferguide.ca/) (bctransferguide.ca).

COURSE TOPICS:

Decoding

- Word attack strategies & phonics

Reading & Comprehension

- Dictionary skills
- Antonyms, synonyms, homonyms
- Influence
- Drawing conclusions
- Predicting outcomes
- Author's perspective e.g. mood emotion

Writing

- Mechanics & spelling
- Possessives
- Sequencing
- Sentences – simple, complex, compound
- Comma usage

Writing

- Composition & content
- Writes using 600 sight words
- Topic sentences
- Narrative & descriptive paragraphs
- Forms & applications

Personal Learning

- Goal setting
- Organizational strategies
- Co-operative learning

See instructor’s syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assessments
To progress in this course students must demonstrate a satisfactory level of achievement in reading, writing, & strategies for learning activities.

Please see the instructor’s syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of “0” for the exam.

COURSE GRADE:

COM	Completed to defined standard
NCG	No Credit Granted

In order to move from one English level to the next, the student must complete the listed outcomes identified for the course. Once the outcomes have been met, the student will receive a **COM** (complete) mark on his or her Record of Training (ROT).

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 will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.