



ENGL-006 – English Preparatory for Industry

College Preparation and Upgrading

Effective Term & Year: Fall 2023

Course Outline Review Date: 2028-01-03

Program Area: Upgrading for Academic and Career Entry

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 Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other	7.5 hours per week for a maximum of 4 weeks
Total	30

Course Requisites:

None

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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
-

Evaluation and Assessments

Pass requirements: None

Evaluation Notes Comments:

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.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

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 2.5.8 Academic Performance
 - Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
-

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.