



ENGL-092 – English – Provincial Level (Essential English)

College Preparation and Upgrading

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-03-01

Program Area: Upgrading for Academic and Career Entry

Description:

Provincial English: Essential course develops skills that will enable students to perform the tasks required by their occupations, trades, or other aspects of daily life and to graduate with the Adult Graduation Diploma (Dogwood). Students will read and reference the work of Indigenous authors and explore Canada's diversity through a wide variety of genres. They will develop communication and critical thinking skills to prepare for some post-secondary programs, but mostly for the workforce.

Program Information:

Provincial English Essential fulfills the requirement for the English 12 component of the B.C. Adult Graduation Diploma (Dogwood). This course can also be used to enter a number of vocational programs at COTR or act as a bridging course for those who have been out of school for a number of years.

Delivery Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 0

Course type/s:

Instructional Activity and Hours:

Activity	Hours
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Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	90

Course Requisites:

- Completed at least 1 of the following:
 - [CMPS 11](#) – Composition 11
 - [LTST 11](#) – Literary Studies 11
 - [NMD 11](#) – New Media 11
 - [EFLS 11](#) – EFP Literary Studies and Writing 11
 - [ELNM 11](#) – EFP Literary Studies + New Media 11
 - [ENGL070](#) – English Intermediate Level

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy [2.5.5 Prior Learning Assessment and Recognition \(PLAR\)](#) or contact an education advisor for more information.

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:

Pattison, T. (2021). *College skills: intermediate English*. BCcampus.
<https://collection.bccampus.ca/textbook/rBfmfgnD/>

Rozenberg, M. (2021). *Step up to academic reading*. Oxford University Press.
<https://www.amazon.com/Step-Academic-Reading-Marina-Rozenberg/dp/019544735>

Textbooks are available as physical copies in the library and as links in the course.

Novels are available in the library as physical and/or digital (audio) copies.

(Choose ONE)

Alexie, S. (2007). *The absolutely true diary of a part-time Indian* (E. Forney, Illus.). Little, Brown and Company.

Dimaline, C. (2017). *The marrow thieves*. Dancing Cat Books.

Good, M. (2020). *Five little Indians*. Harper Perennial.

Rice, W. (2018). *Moon of the crusted snow*. ECW Press.

Rice, W. (2023). *Moon of the turning leaves*. Random House Canada.

Smith, M. G. (2018). *Tilly and the crazy eights*. Second Story Press.

Toews, M. (1996). *Summer of my amazing luck*. Turnstone Press.

Wagamese, R. (2012). *Indian horse*. Douglas & McIntyre.

Learning Outcomes:

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

1. Critical and Creative Thinking

- recognize elements of clear communication
- demonstrate organizational thought processes to solve problems
- evaluate argument for validity, reliability, currency and objectivity
- demonstrate an understanding of how communication formats influence language choices and usage
- record, organize and store information read, heard or viewed

- support a position by citing specific details from what has been read, heard or viewed
- explore diverse perspectives to develop or modify one's point of view
- assess one's own knowledge and use of language
- assess information for completeness, accuracy, currency, relevance, balance or perspectives and bias
- analyse different presentations of the same information to reconsider positions
- assess ways in which language reflects and influences values and behaviour

2. Speaking and Listening

- interact effectively in formal or informal situations
- adjust speaking style to suit audience, purpose, and situation
- use effective presentation aids (e.g. diagrams, line drawings, overheads) to enhance communications

3. Reading, Research and Reference

- evaluate the effectiveness of one's own and others' written material (informational) using criteria that include the following:
 - plain language
 - coherence and organization
 - consistency in the application of usage conventions
 - relevance to argument of supporting evidence and examples
 - appropriateness to intended purpose and audience
 - attention to detail
 - summarize, make inferences, draw conclusions and critically evaluate
 - paraphrase main ideas in written material
 - distinguish between implicit and explicit messages
 - apply prior knowledge and experience to assist understanding of new material
 - use a variety of strategies and sources to gather and evaluate information, including print sources, library resources and the internet
 - interpret details in and draw conclusions from information presented in a variety of print and graphic formats, including electronic formats
 - read articles, books, stories and poetry

4. Written Communication

- gather information and organize it into functional writing assignments (e.g. simple reports, letters and memos)
- edit own work fully for coherence and accuracy
- monitor spelling, grammar, mechanics and syntax using appropriate techniques and resources as required, including electronic technology
- write effectively, adjusting for audience, purpose and situation to inform, persuade, and interact in formal and informal situations
- organize information and ideas to clarify thinking and achieve desired effect

Recommended Learning Outcomes

5. Cooperative Communication

- describe the value and limitations of collaborative work
- collaborate and consult effectively with others in completing communications tasks through
 - means that include:
 - interacting confidently
 - assuming responsibility for roles in teams
 - respecting and promoting respect for the contributions of other team members
 - demonstrating a commitment to the team and to project goals
- employ advanced problem-solving skills in cooperative communication activities
- use a variety of resources and technologies when working with others
- evaluate group processes and individual roles in and contributions to group processes.

These outcomes are in accordance with the articulation learning outcomes presented in the ABE Provincial Articulation Handbook 2025-2026.

Course Topics:

- Names
- Indigenous-Owned Businesses in British Columbia
- Eating Well on a Budget
- Work and Employment
- Email/Memo Writing and Etiquette (Netiquette)
- Canada's Inclusive and Diverse Culture
- Facts and Opinions
- Indigenous Novel Oral Review

Within these units, the course will cover:

Listening/Speaking:

- discussions
- presentation

Writing:

- work related assignments (email, memos, cover letter, resume)
- edit written works for mechanical and structural errors
- create advertisements for BC Indigenous-owned businesses

Grammar/Mechanics:

- type of sentences (simple, compound etc.)
- fragments and run-ons

- subject–verb agreement
- pronoun agreement
- misplaced and dangling modifiers
- verb tenses and active and passive voice
- standard spelling
- punctuation, capitalization

Reading:

- reading comprehension exercises/activities from articles and stories
- vocabulary development
- analyze an Indigenous novel as a discussion with the instructor

The outcomes of this course meet and are consistent with the outcomes prescribed for

Provincial English Essentials (E) in the Adult Basic Education in British Columbia Colleges – An Articulation Handbook -2025-2026- [ABE Handbook – BC Transfer Guide](#).

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Unit Assignments (8)	80%
Response Journal	10%
Novel Project	10%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	<50

No pass requirements available.

Evaluation Notes: A grade of “D” grants credit, but may not be sufficient as a prerequisite for sequential courses.

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 2.1.4 Course Audit
 - Policy 2.4.1 Credential Framework
 - Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Rights, Responsibilities and Conduct
 - Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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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.