COLLEGE OF THE ROCKIES

English Fundamental Level 3 - ENGL 030
Access Education/Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE:	**September 2008**
OUTLINE EFFECTIVE DATE:	**September 2021**
COURSE OUTLINE REVIEW DATE:	**March 2026**

GENERAL COURSE DESCRIPTION:

English 030 is a course designed to continue the development of basic literacy skills to enable students to function more effectively in personal, work and educational situations. Skill areas covered include reading, writing, and strategies for communication and learning.

Program Information: English 030 provides students with the skills necessary to enter English 040.

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:

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   Dean Signature

EDCO

Valid from: September 2021 – March 2026

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Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: English 020 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 3
> BC Reads: Adult Literacy Fundamental English - Reader 3
> 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 *Students will be able to …*	Skills *By achieving this broader outcome, students will demonstrate that they can also …*
1. read 3-paragraph passages of familiar genres (e.g. descriptive and narrative) including unfamiliar vocabulary	• identify main idea, details, characters, and sequence in short passages and paragraphs • identify and read synonyms, antonyms, and homonyms • use structural analysis (e.g. roots, affixes, syllabication, stress, compound words, contractions) to decode vocabulary • use pre-reading and reflection strategies to self-evaluate findings
2. read 7-10 sentence paragraphs on unfamiliar topics including familiar or common vocabulary	

Writing

Learning Outcome *Students will be able to …*	Skills *By achieving this broader outcome, students will demonstrate that they can also …*
1. write five to seven complete simple and compound sentences	• generate, organize and write ideas (i.e. use the writing process) • use assigned vocabulary in sentence writing
2. write informal correspondence (i.e. personal letter, email) to a familiar audience	• apply dictionary or thesaurus skills to develop new vocabulary • use end punctuation (period, exclamation point, question mark) • use common coordinators (i.e. comma + and, or, but) • identify subject and verb in sentences • use compound words, contractions, possessives, and plurals • use appropriate, simple verb tenses • write 100-150 sight words • apply appropriate affixes to modify familiar root words

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 (bctransferguide.ca).

COURSE TOPICS:

Decoding
• Word attack strategies & phonics

Reading & Comprehension
• Calendar/time words
• Applied reading
• Context clues for meaning
• Cause & effect
• Compare/contrast
• Sight word vocabulary (500 words)

Writing
• Mechanics & spelling
• Capitalization rules
• Spelling using a dictionary
• Nouns/verbs
• Compound words/contractions

- Composition & content
- Sentences & sentence fragments
- Topic sentences

Personal Learning
- Goal setting
- Time management
- 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 and 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.