



**English Fundamental Level 1 - ENGL 010**  
Access Education/Upgrading for Academic and Career Entry

**Course Outline**

COURSE IMPLEMENTATION DATE:      September 2008  
OUTLINE EFFECTIVE DATE:          September 2017  
COURSE OUTLINE REVIEW DATE:      March 2022

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**GENERAL COURSE DESCRIPTION:**

English 010 is an introductory course designed to develop 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.

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**Program Information:** English 010 provides students with the skills necessary to enter English 020.

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**Delivery:** This course is delivered face-to-face in a directed study, self-paced 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 - Self Paced	30
<b>Total</b>	30

**Practicum Hours (if applicable):**

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

**Course Outline Author or Contact:**

Denise Regina, Instructor

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Signature

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**APPROVAL SIGNATURES:**

Department Head

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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2017 – March 2022

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** Students must be able to speak and understand English.

**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

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## 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:

Directed studies/self paced format: textbooks vary and will be loaned to students for the duration of the course

Please see the instructor's syllabus or check COTR's online text calculator

[http://www.cotr.bc.ca/bookstore/cotr\\_web.asp?IDNumber=164](http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164) for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

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

Reading	Writing	Skills and Strategies for Learning
<ul style="list-style-type: none"><li>• read 100-150 basic and personal sight words, including such functional words as stop, exit</li><li>• identify the meanings of some common symbols (e.g., &amp;, \$)</li><li>• read simple sentences, experience stories and paragraphs containing common sight words and regular CVC words</li><li>• understand the sequence of events in a simple story</li></ul>	<ul style="list-style-type: none"><li>• print or write own name, address or phone number</li><li>• give sentence answers to questions using words and phrases in the question</li></ul>	<ul style="list-style-type: none"><li>• work with help and independently for short periods of time on assigned tasks</li><li>• treat classmates and instructor with respect</li></ul>

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: An Articulation Handbook located at <http://www.aved.gov.bc.ca/abe/handbook.pdf>.

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## COURSE TOPICS:

### Decoding

- Word attack and phonics

### Reading & Comprehension

- Sight word vocabulary (100 – 150 words)
- Symbol recognition
- Written directions

Writing

- Mechanics and spelling
- Using capital letters
- Spelling
- Sentence punctuation

Writing

- Composition and content
- Writing personal information
- Forms
- Simple sentences

Personal Learning

- Goal setting
- Organizational skills

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

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**EVALUATION AND ASSESSMENT:**

Assignments
To progress in this course students must demonstrate a satisfactory level of achievement in pre-reading, 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.*

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**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.

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## COURSE GRADE:

Course grades are assigned as follows:

<b>COM</b>	Completed to defined standard
<b>NCG</b>	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).

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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## 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.