



## **SCHOOL OF ACCESS**

***Employment Training and Preparation  
Department***

### **Employment Training and Preparation ETP 037 001 - Applied Literacy Winter 2012 – Course Outline**

**Instructor:** Jody Isaac  
**Office:** Portable, 100A  
**Office Hours:** 1-3 Monday & 9-10 Tuesday, Wednesday & Thursday  
**Classroom:** Portable, 104  
**Telephone:** 370-4610      **Email:** isaacj@camosun.bc.ca  
**Dates:** January 09 – April 20, 2012  
**Class Times:** Tuesday 9-10:50  
Thursday Th. 1-2:50

#### **Programs Related To:**

*Certificate in Employment Training – Level 2  
Workplace Literacy and Numeracy*

#### **Course Description:**

This course is for learning to read and write for practical purposes. Students will apply their learning in a variety of work and life situations by finding and using information found on the work site, in the community and at home.

**What You Will Learn:** Students will be able to:

- Read and complete forms with personal information
- Use the newspaper, phonebook and bus schedule to find information
- Demonstrate adequate competence in simple, familiar, personal writing tasks within predictable contexts of everyday needs and experiences
- Organize and record items, activities and events in a timely way
- Read, understand and respond appropriately to short messages
- Read, understand and respond appropriately to short instructions
- Identify symbols and labels on medications, and consumer products

#### **Required Materials:**

Pencils, erasers, pens and a notebook.

#### **Evaluation:**

Students will be evaluated on their participation during class discussions, participation during group and individual activities, and their completion of assignments.

| Grade | Description   |
|-------|---|
| COM   | The student has met the goals, criteria, or competencies established for this course, practicum or field placement.   |
| DST   | The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement. |
| NC    | The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.   |

#### ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>