



SCHOOL OF ACCESS
*Employment Training and Preparation
Department*

Employment Training and Preparation
ETP 031 Applied Numeracy
Winter 2014 – Course Outline

Instructor: Jody Isaac
Office: Portable, 104A
Office Hours: 1-3 Monday & 9-10 Tuesday, Wednesday & Thursday
Classroom: Portable, 104
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Dates: January – April 2014
Times: Tuesday 1-3, Wednesday 10-12

Programs Related To:

Certificate in Employment Training – Level 2
Workplace Literacy and Numeracy

Course Description:

Through classroom and community learning activities, students will gain confidence in using numeracy skills needed for the work place and in daily life. *The ability to read and write numbers up to 50 and to utilize basic arithmetic skills to workplace situations would be an asset.*

What You Will Learn: Students will be able to:

- utilize basic arithmetic skills to workplace situations
- develop the knowledge and skills of basic arithmetic skills that can be applied and used for a range of purposes and in a variety of contexts
- match money and prices
- count money and make change
- add up prices for various products and items
- tell and measure time
- recognize units of measurement
- use a calculator as a math tool

Required Materials:

Pencils, erasers, a notebook and a calculator.

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>