



SCHOOL OF ACCESS

***Employment Training and Preparation
Department***

Employment Training and Preparation ETP 037 Applied Literacy Winter 2014 – 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 – April 2014
Class Times: Tuesday 9-10:50
Thursday & Thursday 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>