



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

ETP 037 APPLIED LITERACY

COURSE OUTLINE - WINTER SEMESTER 2015

Instructor: Mark Fournier
Office: Portable A – Room 102A (Interurban Campus)
Office Hours: Monday, Tuesday and Thursday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00
Classroom: Interurban Campus, Portable A, Room 104
Telephone: 250 370-3839 **Email:** fournierm@camosun.bc.ca
Dates: January 6, 2015 – April 9, 2015
Class Times: Tuesday 1:00 - 3:00; **Lab:** Wednesday 10:00 – 3:00

COURSE PURPOSE:

This course prepares students for employment by developing workplace communication skills, organizational skills and thinking/learning skills.

COURSE OUTCOMES

By the end of this course, students will be able to do the following:

- Read and complete standard workplace forms.
- Demonstrate progress in reading comprehension, in writing skills and in computer use.
- Analyze information for correctness, completeness and relevance.
- Solve problems related to the workplace, to learning and to self-management.
- Apply goal setting skills to learning, career and life goals.
- Demonstrate responsibility for learning.
- Apply organizational skills to learning and life management.
- Use the newspaper, phonebook, internet and bus schedule to find information.
- 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.

PREREQUISITES

Permission from instructor is required to register in this course. Candidates must demonstrate the following characteristics:

- Readiness to learn.
- Willingness to challenge themselves.
- Ability to travel and function independently in the community.
- Capacity to contribute to a team.

REQUIRED MATERIALS:

No textbook is required for this course. Learning material will be presented by the instructor from a variety of sources.

Students are responsible for the following materials:

- Clean clothing in good repair.
- 3 ring binder, pens, paper, book bag.
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

Support is available to students who may have trouble obtaining these items.

EVALUATION:

Students will participate in a performance evaluation conducted by the instructor. Performance on course outcomes will be assessed according to input from the following sources:

- Attendance: Students are expected to arrive on time to all scheduled classes and placements ready to learn and work. Where this is not possible students will contact the instructor with sufficient notice.
- Input from Instructional Assistant and from practical lab providers.
- Personal learning plans: Students will be assessed on their willingness and ability to hold responsibility for their learning and to collaborate with the instructor.
- Assignments: completed on time to the best of the student's ability.
- The level of progress, teamwork, initiative and collaboration demonstrated in classroom activities.
- Learning logs: reflect an accurate and complete record of learning, are completed weekly on time, and show thoughtful reflection on learning activities.

COMPETENCY BASED GRADING SYSTEM

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.
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Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, 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, at 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>