



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

ETP 037 APPLIED LITERACY

COURSE OUTLINE - WINTER SEMESTER 2016

Instructor: Mark Fournier

Office: Interurban Campus, Portable A – Room 102A

Office Hours: Tuesday and Thursday: 9:30-10:00 & 3:00-3:15; Wednesday: 9:30-10:00

Classroom: Interurban Campus, Portable A, Room 104

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Dates: January 12, 2016 – April 14, 2016

Class Times: Tuesday 1:00 - 3:00; **Lab:** Wednesday 10:00 – 12:30

COURSE PURPOSE:

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

COURSE OUTCOMES

1. Demonstrate the literacy skills of an entry-level worker.
2. Demonstrate the attitudes and behaviors of an entry-level worker.

Students will be able to do the following:

- Identify literacy learning goals and track progress
- Find, organize, analyze and recall needed information.
- Communicate effectively with customers, supervisors, instructors and peers.
- Use thinking skills to solve problems, make decisions and plan.
- Contribute to group work.
- Receive and display stock in a retail setting.
- Describe personal attitudes, values, interests, skills, strengths and challenges
- Identify next steps on their career/learning path

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.

TOPICS

Students will explore the following topics:

- Effective and respectful communication including: listening comprehension, speaking effectively, reading comprehension, and writing.
- Computer use
- Document use, research and analysis
- Thinking skills: decision making, problem solving, planning, goal setting, organization
- Workplace norms
- Attitudes that promote teamwork, accountability, learning, communication, productivity and happiness.
- Self-management, reliability, accountability and responsibility
- Learning
- Career exploration
- Identifying and creating supports and resources.

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.

LEARNING MATERIALS:

- Communication Skills, QLWG Essential Life Skills Unit 10, 2008
- There are a variety of workbooks available in the classroom for students to work from
- Computer access in class
- Other material is available from the library and learning centres.

Students are responsible for the following materials:

- Clean clothing in good repair.
- 3 ring binder, pens, paper, and 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 PLAN ETP 037 Applied Literacy

COURSE EVALUATION METHODS												
1. Learning Log								/20				
2. Learning Plan								/20				
3. Paragraph Writing Assignment								/10				
4. Classroom Self-evaluation								/10				
5. Self-evaluation (Pandora Thrift)								/10				
6. Lab evaluation by supervisor (Pandora Thrift)								/10				
7. Self-evaluation (Pizza Day)								/10				
8. Lab evaluation by supervisor (Pizza Day)								/10				
							Score	/100				
							Grade					
COURSE OUTCOMES					ASSIGNMENTS							
					1	2	3	4	5	6	7	8
1. Demonstrate the Literacy skills of an entry-level worker.					✓	✓	✓	✓	✓	✓	✓	✓
2. Demonstrate the attitudes and behaviors of an entry-level worker.					✓			✓	✓	✓	✓	✓

GRADE	DESCRIPTION
COM 50%-79%	Complete: The student has met the goals, criteria, or competencies established for this course.
DST 80%-100%	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course.
NC 0%-49%	Not Complete: The student has not met the goals, criteria, or competencies established for this course.
I	Incomplete: 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	In progress: 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. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)
CW	Compulsory Withdrawal: 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.