



SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

COURSE OUTLINE

ETP 031 APPLIED NUMERACY - WINTER SEMESTER 2017

Instructor: Mark Fournier

Office: Interurban Campus, Portable A, Room 102A

Office Hours: Monday 11:00-12:00; Tuesday, Wednesday and Thursday 8:30-9:30 & 3:00-3:30;
Friday by appointment.

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COURSE PURPOSE

This course prepares students for employment by developing workplace numeracy including arithmetic, cash handling, measurement, geometry, budgeting, use of graphic documents, spread sheets, organizational skills and thinking/learning skills.

COURSE OUTCOMES

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

1. Demonstrate the numeracy skills of an entry-level worker.
2. Demonstrate the attitudes and behaviors of an entry-level worker. Specifically,

Specifically students will be able to:

- Identify numeracy learning goals and track progress
- Handle cash with accuracy and accountability
- Find, organize, analyze and recall needed information.
- 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

TOPICS

Students will explore the following topics:

- Arithmetic: addition, subtraction, multiplication, division, fractions, decimals, percent, rounding
- Measurement: units, scales, instruments, length, width, height, perimeter, area, volume, weight, mass, density
- Budgeting, spreadsheets, graphs and maps
- Cash handling, making change, cash reconciliation
- Effective and respectful communication
- Computer use
- Document use, research and analysis
- Thinking skills: decision making, problem solving, planning, goal setting, organization

- Time telling and time management
- Workplace norms
- Attitudes that promote teamwork, accountability, learning, communication, productivity and happiness.
- Self-management, reliability, accountability and responsibility
- Learning

PREREQUISITES

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

- Readiness to learn in an adult oriented, self-directed, teacher moderated environment.
- Willingness to accept challenges and to meet the expectations of a variety of work places.
- Ability to travel and function independently and appropriately in the community.
- Ability to work both independently and as part of a team.
- Capacity to provide appropriate customer service to members of the public.

LEARNING MATERIALS

- 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.

ATTENDANCE POLICY

As a reflection of workplace standards, students are expected to arrive on time to all classes and labs ready to learn. Because this course uses an experiential learning approach, it is difficult to make up time missed in class through independent study. Therefore, students are expected to attend at least 80% of the course. Students are expected to provide appropriate reasons and sufficient notice for all absences and late arrivals. Please note that two late arrivals will be recorded as one absence. Students are expected to minimise any disruption if arriving late or leaving early.

EVALUATION PLAN

ETP 031 Applied Numeracy

COURSE EVALUATION METHODS										
1. Self-evaluation							/20			
2. Numeracy Learning Plan							/20			
3. Lab Evaluation							/20			
4. Dynamic Assessment of Learning							/20			
5. Measurement Assignment							/10			
6. Budgeting Assignment							/10			
COURSE OUTCOMES					ASSIGNMENTS					
					1	2	3	4	5	6
1. Demonstrate the Numeracy skills of an entry-level worker.					✓	✓	✓	✓	✓	✓
2. Demonstrate the attitudes and behaviors of an entry-level worker.					✓	✓	✓	✓		

GRADE	DESCRIPTION
COM	Complete: The student has met the goals, criteria, or competencies established for this course. 50%-84%
DST	Complete with Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course. 85%-100%
NC	Not Complete: The student has not met the goals, criteria, or competencies established for this course. 0%-49%
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.