



## SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

### COURSE OUTLINE

*ETP 037 APPLIED LITERACY - 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.

**Telephone:** 250 370-3839

**Email:** [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

### COURSE PURPOSE:

This course prepares students for employment by developing workplace literacy including communication skills, 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 literacy skills of an entry-level worker.
2. Demonstrate the attitudes and behaviors of an entry-level worker.

Specifically, Students will be able to:

- 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.
- Describe personal attitudes, values, interests, skills, strengths and challenges
- Identify next steps on their career and/or learning path

# 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 wellbeing.
- Self-management, reliability, accountability and responsibility
- Self-directed 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 hold responsibility for learning in a college setting.
- Willingness to accept challenges.
- Ability to travel and function independently in the community.
- Capacity to work both independently and collaboratively.

# LEARNING MATERIALS:

- Communication Skills, QLWG Essential Life Skills Unit 10, 2008
- Times Colonist Newspaper
- There are a variety of workbooks available in the classroom for students to work from
- 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 037 APPLIED LITERACY

COURSE EVALUATION METHODS										
1. Self-evaluation							/20			
2. Literacy Learning Plan							/20			
3. Lab Evaluation							/20			
4. Dynamic Assessment							/20			
5. Paragraph Writing							/10			
6. Learning Log							/10			
	Score						/100			
	Grade									
COURSE OUTCOMES					EVALUATIONS					
					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	<b>Complete:</b> The student has met the goals, criteria, or competencies established for this course. 50%-84%
DST	<b>Complete with Distinction:</b> The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course. 85%-100%
NC	<b>Not Complete:</b> The student has not met the goals, criteria, or competencies established for this course. 0%-49%
I	<b>Incomplete:</b> 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	<b>In progress:</b> 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	<b>Compulsory Withdrawal:</b> 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.