



COURSE OUTLINE

ETP 031 APPLIED NUMERACY - WINTER 2018

Class Times: Tuesdays 1:00-3:00

Lab: Wednesdays 10:00-12:00

Instructor: Mark Fournier

Office: Interurban Campus, Portable A, Room 102A

Office Hours: Monday, Tuesday, Wednesday and Thursday 8:30-10:00, 12:30-12:00; & 3:00-4:00
Friday by appointment.

Telephone: 250 370-3839

Email: fournierm@camosun.bc.ca

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 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. If you are going to be away, please provide sufficient notice. You are responsible for any assignments or learning that took place during your absence. Students are expected to minimise any disruption if arriving late or leaving early. If missing more than 2 classes please meet with your instructor to ensure learning outcomes are being met. If you are late more than 4 times you will be expected to meet with your instructor to explore time management strategies.

EVALUATION PLAN

ETP 031 Applied Numeracy

COURSE EVALUATION METHODS								
1. Lab Evaluations								20%
2. Learning Planner								20%
3. Dynamic Evaluation of Numeracy Learning Activities								20%
4. Self-Assessment								20%
5. Budget Assignment								10%
6. Time Management Project								5%
7. Measurement Project								5%
COURSE OUTCOMES	Evaluations							
	1	2	3	4	5	6	7	
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.

Evaluation Methods

LAB EVALUATIONS 20%	
Description	Participate in learning labs. Use lab time to practice numeracy skills, attitudes and behaviours of an entry-level worker.
Specifications	You will be evaluated on a number of areas (see rubric)
Due Date	Lab evaluations will take place during the last week of labs (April 11).

LEARNING PLANNER 20%	
Description	The learning planner is a workbook to help you create, organize and track learning goals and activities. Work through the book and develop at least four substantial learning goals for numeracy. Work with your instructor to create learning activities for these goals. Follow through on your learning activities and track your progress.
Specifications	Develop at least four numeracy learning goals. Choose goals that interest you from the list of topics in the course outline. Each should include the following: <ul style="list-style-type: none">• A specific learning goal• A number of learning activities you will do to meet your goal• How you will track progress for each learning activity Consult with the instructor weekly about your plan. Students will earn 5 points for each complete learning goal plan.
Due Date	Bring your learning planner workbook to all Numeracy and Literacy classes and labs. Review your work with the instructor each week.

DYNAMIC EVALUATION OF NUMERACY LEARNING ACTIVITIES 20%

Description	Dynamic evaluation looks at learning progress in a number of ways such as: observation during class and labs, learning journals, opening and closing circle, task completion, quality of work, quantity of work, changes in behaviour, reflection on learning, sharing of insights and progress according to student defined measures.
Specifications	Student progress will be assessed according to a number of categories summarized in a rubric. Dynamic Assessment is negotiable between student and instructor in order to highlight student strengths and to assess how each student demonstrates learning in her or his own way.
Due Date	Dynamic evaluation takes place throughout the semester and will be summarized during the second to last week of class.

SELF-ASSESSMENT 20%

Description	Students will be asked to assess their learning progress using a rubric. Self-assessment is an important work related skill. Practice this skill throughout the term and get feedback. Your accuracy is worth half the mark.
Specifications	10% for self-assessment 10% for accuracy (agreement with other assessments)
Due Date	Last week of classes

BUDGETING ASSIGNMENT 10%

Description	Students will track their spending and create a spending log. Then using the spending log as well as other sources students will create a monthly budget for themselves. Students can chose to create their budget for their current situation or an imagined future situation. Ideally students will do both and compare. Students will be shown how to create a simple spread sheet using Microsoft Excel
Specifications	Complete a weekly spending log Complete a monthly budget worksheet (5 points) Create a spread sheet in Excel and balance your budget (5 points) Create a second budget for an alternate reality (2 bonus points)
Due Date	TBA

TIME MANAGEMENT PROJECT 5%

Description	<p>Students will work in pairs and choose a time management strategy from a list. Students will be given information about this strategy and they may need to do some research of their own. Once students have learned about and practice the strategy they will put together a short presentations. Presentations should be about 10 minutes and include the following:</p> <ul style="list-style-type: none">• Introduction of each group member and the topic you are presenting• A brief description of the time-management strategy• An example of how it can be used• Demonstrate the strategy.• Answer questions
Specifications	<p>The presentation should be shared equally among group members and include the items outlined above.</p>
Due Date	<p>TBA</p>

MEASUREMENT PROJECT 5%

Description	<p>Students will work in pairs and choose a method of measurement from a list. Students will research the method and practice it. Once students have mastered the method, they will teach others how to do it. Presentations should be about 10 minutes and include the following:</p> <ul style="list-style-type: none">• Introduction of each group member and the topic• A brief description of the measurement method• A description of the different units that can be used.• An example of measuring something in a workplace using this method.• Demonstrate measuring something using this method.• Answer questions
Specifications	<p>The presentation should be shared equally among group members and include the items outlined above. Refer to grading rubric</p>
Due Date	<p>TBA</p>