



CAAW 0635: Literacy, Numeracy, Digital Tech

EFFECTIVE DATE

September 2018

DEPARTMENT

Community & Career Education

DESCRIPTION

This course focuses on increasing exposure to and improving workplace literacy, digital literacy, and numeracy. Students will have the opportunity to engage in a variety of computer applications used to access employment opportunities. This course is part of the Career Awareness program.

CREDITS

3.0

YEAR OF STUDY

N/A

PREREQUISITES

Admission to the Career Awareness Program

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- discuss wages, personal finances and budgeting
- identify payroll terms and payroll deductions
- read and decode a pay cheque/pay stub
- recognize, read, write and order numbers at a fundamental level
- identify and explain signs and symbols in our society
- practice simple writing activities (ie.cards, letters, emails, notes)
- have the ability to solve real-life problems using basic numbers operations
- create and respond to written and digital workplace communications
- access a computer for word processing
- use digital resources at a basic level

- access an email account, compose and reply to messages
- upload files into emails or on-line applications
- use safe Internet protocols; practice safe and healthy social media interactions
- identify and use currency in monetary transactions
- recognize typical gratuities expected for certain services and identify taxes, PST, and GST
- use a calculator for basic calculations (ie. adding, subtracting)
- prepare a personal budget

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 60

INSTRUCTIONAL STRATEGIES

lectures, presentations, demonstrations, discussion groups, case studies, field assignments and independent or group projects, field practicum, audio visual and web related materials, individualized and group tutorial

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

S- Satisfactory=50%

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	in class assignments and projects
Quizzes/Tests	30	
Final Exam	10	
Participation	10	
Other	20	observation of demonstrated skills - checklist

COURSE TOPICS

- Wages, personal finances and budgeting
- Payroll terms and payroll deductions
- Decoding a pay check/pay stub
- Signs and symbols in our society Compose cards, letters, emails, notes
- Filling out forms common in everyday interactions (ie. applications, registration forms)
- Accessing a computer for work processing
- Creating and responding to written and digital workplace communications
- Digital workplace communications (ie, emails) Composing and replying to messages.
- Upload files into emails or Online applications
- Safe Internet protocols
- Social media interactions and social media footprint
- Gratuities expected for certain services and taxes,
- Using a calculator for basic calculations (ie. adding, subtracting)
- Consumer Awareness

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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Downtown campus

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