UNIVERSITY OF THE FRASER VALLEY

OFFICIAL UNDERGRADUATE COURSE OUTLINE (page 1)

COURSE IMPLEMENTATION DATE:	January 2009
COURSE REVISED IMPLEMENTATION DATE:	
COURSE TO BE REVIEWED:	December 2012
(four years after UPAC approval)	*(month, year)*

OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

ECP 066	Upgrading and University Preparation	1.5
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UCFV CREDITS

Workplace Numeracy and Problem Solving
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

This course helps students identify their existing numeracy skills and then build on those skills through applied problem solving. Topics include money math; scheduling, budgeting, and accounting; measurement and calculation; and data analysis. Completion of this course will help students move on to trades training or work.

PREREQUISITES: UUP Department permission
COREQUISITES:
PRE or COREQUISITES:

SYNONYMOUS COURSE(S):
(a) Replaces:
(b) Cross-listed with:
(c) Cannot take: for further credit.

SERVICE COURSE TO: *(department/program)*

TOTAL HOURS PER TERM: **45**

STRUCTURE OF HOURS:

Lectures:	**10**	Hrs
Seminar:	**35**	Hrs
Laboratory:		Hrs
Field experience:		Hrs
Student directed learning:		Hrs
		Hrs

TRAINING DAY-BASED INSTRUCTION:
Length of course:
Hours per day:

OTHER:
Maximum enrolment: **24**
Expected frequency of course offerings: Once per year
(every semester, annually, every other year, etc.)

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	☐ Yes	☒ No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	☐ Yes	☒ No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	☐ Yes	☒ No

Course designer(s):	Julia Dodge, Jan Oosterhof-Contant, Greg St. Hillaire, Allyson Seale, Trudy Archie, Barb Stirskey, Darlene Carson		
Department Head:	Sue Brigden	Date approved:	**November 2008**
Supporting area consultation (UPACA1)		Date of meeting:	**November 28, 2008**
Curriculum Committee chair:		Date approved:	**December 2008**
Dean/Associate VP:		Date approved:	**December 2008**
Undergraduate Program Advisory Committee (UPAC) approval		Date of meeting:	**December 19, 2008**

LEARNING OUTCOMES:

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

A. Money Math
1. Add, subtract, multiply, and divide whole numbers and decimals in relation to money (total bills, make change, receive payments)
2. Use percentage (calculates discounts, interest, taxes, foreign exchange)
3. Total bills, calculating two or more taxes, and prepare expense claims which include mileage rates, currency exchange with transaction fee
4. Prepare pay cheques using rates of pay, deduction schedules, bonus calculations, etc.
5. Approve budget/account for payment

B. Scheduling, Budgeting, and Accounting Math
1. Record costs against categories of budgets, make entries in financial records
2. Monitor schedules or budgets, reporting overruns or surpluses
3. Determine number of packages to buy based on units needed
4. Determine size of work crews required and schedule length of job, based on established production rates per person
5. Prepare simple financial summaries
6. Adjust established budgets and schedules to incorporate new information
7. Compare two service options with differing cost structures

C. Measurement and Calculation Math
1. Take measurements and record results
2. Measure out quantities
3. Set instruments to particular angles and other numerical settings
4, Calculate area and volume of familiar shapes
5. Convert between and within measurement systems
6. Calculate weights, measures, and volumes, using quadrupling, tripling, quartering, halving, etc.
7. Measure curves and other irregular dimensions
8. Calculate areas of composite shapes
9. Make scale drawings

D. Data Analysis Math
1. Make simple comparisons (bigger/smaller, higher/lower)
2. Calculate basic summary measures (averages)
3. Calculate averages across sets of readings, comparing them to acceptable ranges and draw conclusions for such activities (statistical quality control/probability)

METHODS: *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Methods may vary by instructor, but will focus on instructor-assigned group and individual problem-solving tasks followed by whole group discussion and strategy planning.

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

☐ Examination(s) ☒ Portfolio assessment ☒ Interview(s)

☐ Other (specify):

☐ PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Problem Solving and Decision Making, Braham

Measurement and Calculation for the Trades, Skillplan

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Course assignments	50%
Quizzes	20%
Final assignment	30%

This is a credit/no credit course. Activities and assignments incorporate Service Canada's Workplace Essential Skills content, self-assessment, and guidelines.

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Money math
Scheduling, budgeting, and accounting
Measurement and calculation and data analysis
Problem-solving with numbers
Problem-solving strategies for work and home