

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 067	Upgrading and University Preparation	1.5
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UCFV CREDITS
Workplace Reading and Document Use		
COURSE DESCRIPTIVE TITLE		

**CALENDAR DESCRIPTION:**

This course covers the skills needed to read, interpret, and use a variety of letters, memos, manuals, brochures, charts, graphs, blueprints, and other work-related materials.

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  
 Other (specify): \_\_\_\_\_ 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, Barb Stirskey, Greg St. Hilliare, Darlene Carson, Trudy Archie, Allyson Seale

Department Head: <u>Sue Brigden</u>	Date approved: <u>November 2008</u>
Supporting area consultation (UPACA1)	Date of meeting: <u>November 28, 2008</u>
Curriculum Committee chair: _____	Date approved: <u>December 2008</u>
Dean/Associate VP: _____	Date approved: <u>December 2008</u>
Undergraduate Program Advisory Committee (UPAC) approval	Date of meeting: <u>December 19, 2008</u>

**LEARNING OUTCOMES:**

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

1. identify message in symbols
2. identify the author of the material
3. interpret multiple types of information from one simple document (e.g., charts, maps, signs, labels, memos, e-mails)
4. follow multi-step instruction from written material
5. prepare lists and categorize items
6. interpret nutrition labels or other labels
7. identify the main idea of a piece of writing
8. paraphrase information provided
9. use documents and search criteria to make simple comparisons of information
10. compare information provided on a variety of documents, such as charts, tables, maps, signs, labels, memos, e-mails, blueprints, drawings, lists, and schematics
11. use complex and specialized document types to diagnose and troubleshoot a problem
12. conduct an advanced search for more work related information
13. use templates to create new documents
14. locate items in a catalogue
15. recognize timelines for requested information and consequences of non-action

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

Methods may vary by instructor but will focus on instructor-assigned reading, interpretation, and production of symbolic information and problem solving, often followed by whole group discussion.

**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:]*

Reading at Work, SkillPlan

Instructor-generated materials

**SUPPLIES / MATERIALS:**

Instructor generated materials

**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 HRSDC's Workplace Essential Skills content, self-assessment, and guidelines.

**COURSE CONTENT:**

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

Reading documents written for the workplace  
Interpreting documents written for the workplace  
Written messaging for the workplace  
Using documents to problem-solve in the workplace