

## **EFFECTIVE: JANUARY 2004** CURRICULUM GUIDELINES

| А. | Division:  | Educational Services  | Ef       | fective Date:                   |          | January 2, 2004           |
|----|--|---|----------|---------------------------------|----------|---------------------------|
| B. | Department /<br>Program Area:  | Student Development   | Re       | evision                         | X        | New Course                |
|    | -  |   |          | Revision, Section(s)<br>evised: |          | K                         |
|    |  |   | D        | ate of Previous Revisio         |          | November 25, 1991         |
| C: | CAEP 100   | D: Assessment   |          | ate of Current Revision<br>take | 1:       | September 8, 2003<br>E: 0 |
|    | Subject & Cour   | rse No. Descrip   | otive Ti | tle                             | Sen      | nester Credits            |
| F: | Calendar Description:<br>This course is designed to assist adults with a disability in taking the necessary preparatory steps to enter the full-time CAEP program. The course enables students to make informed decisions about entering the program and assists students to become prepared to achieve success in the program. This is a required course taken by students prior to entrance into other CAEP courses. |   |          |                                 |          |                           |
| G: | Allocation of Co<br>/ Learning Settin  | ontact Hours to Type of Instruction                               | H:       | Course Prerequisites<br>Nil     | 5:       |                           |
|    | Primary Methods of Instructional Delivery and/or Learning Settings:  |   | I:       | Course Corequisites<br>Nil      | <u>.</u> |                           |
|    |  | Sumber of Contact Hours: (per week / semester or each descriptor) |          | Course for which thi            | s Cours  | se is a Prerequisite      |
|    | Hours will vary from 10 – 20 depending on<br>student needs.<br>Number of Weeks per Semester: Max. duration is<br>1 month   |   |          | CAEP 201, 202, 203, 204, 205    |          | 205                       |
|    |  |   | К:       | : Maximum Class Size:<br>12     |          |                           |
|    |  |   |          |                                 |          |                           |
| L: | PLEASE INDIC   |   |          |                                 |          |                           |
|    | Non-Credit   |   |          |                                 |          |                           |
|    |  | X College Credit Non-Transfer                                     |          |                                 |          |                           |
|    | College Cr   | College Credit Transfer:  |          |                                 |          |                           |
|    | SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)   |   |          |                                 |          |                           |

| M: | Course Objectives / Learning Outcomes       |   |  |  |  |
|----|---|---|--|--|--|
|    | 1.  |   |  |  |  |
|    | 2.  |   |  |  |  |
|    | 3.  | 3. Students to demonstrate ability to deal with and benefit from CAEP program content.                  |  |  |  |
|    | 4.  | Students to take the necessary steps leading to acceptance and registration in the program.             |  |  |  |
|    | 5.  | Students to secure funding as needed.   |  |  |  |
|    | 6.  | Students to provide documentation as needed.  |  |  |  |
|    | 7.  | Students to increase awareness of personal preparations which will facilitate participation in the CAEP |  |  |  |
|    |   | program and to make arrangements as needed.   |  |  |  |
|    |   |   |  |  |  |
| NT | 0   |   |  |  |  |
| N: |   | Content:  |  |  |  |
|    | 1.  | Gathering Information - reading program publicity   |  |  |  |
|    |   | <ul> <li>interview with Transition planner</li> </ul>   |  |  |  |
|    |   | - interview with Transition planter   |  |  |  |
|    | 2.  | Meeting Eligibility Criteria  |  |  |  |
|    | 2.  | - demonstrating stability   |  |  |  |
|    |   | - demonstrating motivation  |  |  |  |
|    |   | - identifying goals   |  |  |  |
|    |   | - demonstrating basic literacy skills   |  |  |  |
|    |   | - identifying and describing disability   |  |  |  |
|    | 3.  | Decision Making   |  |  |  |
|    |   | - identifying alternatives, including CAEP  |  |  |  |
|    |   | - weighing alternatives   |  |  |  |
|    |   | - making the decision   |  |  |  |
|    | 4.  | Implementing the Decision   |  |  |  |
|    |   | - contacting instructor, funding agency, advocate, referral, therapists, medical practitioners,         |  |  |  |
|    |   | social workers  |  |  |  |
|    | 5.  | Securing Funding  |  |  |  |
|    |   | <ul> <li>identifying potential funding sources</li> </ul>   |  |  |  |
|    |   | - determining the best source   |  |  |  |
|    |   | - applying for funding  |  |  |  |
|    |   | - confirming funding and notifying appropriate persons  |  |  |  |
|    | 6.  | Making Applications   |  |  |  |
|    |   | - identifying forms which need to be completed (intake, funding, registration, etc.)                    |  |  |  |
|    |   | - completing forms and submitting them  |  |  |  |
|    |   | - providing copies of transcripts and assessments   |  |  |  |
|    | 7.  | - procedures to ensure that all steps are completed<br>Budgeting Resources                              |  |  |  |
|    | 7.  | - identifying budgetary items (tuition, supplies, transportation, etc.)                                 |  |  |  |
|    |   | <ul> <li>establishing financial plan for program</li> </ul>   |  |  |  |
|    | 8.  | Following Through   |  |  |  |
|    | 0.  | - communicating with appropriate people as procedures are completed                                     |  |  |  |
|    |   | - ensuring all procedures have been completed   |  |  |  |
|    |   | - completing activities within time frame established   |  |  |  |
|    |   | - meeting recommendations (for students who need to prove stability, motivation, etc.) for next         |  |  |  |
|    |   | intake  |  |  |  |
|    |   | - determining appropriate steps and contacts to provide information and resolve problems e.g.           |  |  |  |
|    |   | transportation plans, child care arrangements   |  |  |  |
|    |   |   |  |  |  |
| 0  | M. 41 1                                     | le - CTursterration   |  |  |  |
| 0: | Method                                      | ls of Instruction   |  |  |  |
|    | Interview/discussion/one-on-one instruction |   |  |  |  |
|    |   |   |  |  |  |
|    |   |   |  |  |  |

| Р: | Textbooks and Materials to be Purchased by Students   |  |  |  |  |  |
|----|---|--|--|--|--|--|
|    |   |  |  |  |  |  |
| Q: | Means of Assessment   |  |  |  |  |  |
|    | A student will have completed the course when he/she has participated at the required level in course activities designed to met the course objectives. |  |  |  |  |  |
|    | Progress will be monitored on a regular basis by the instructor in consultation with each student.  |  |  |  |  |  |
| R: | Prior Learning Assessment and Recognition: specify whether course is open for PLAR  |  |  |  |  |  |

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar

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