



# EFFECTIVE: SEPTEMBER 2004

## CURRICULUM GUIDELINES

<b>A. Division:</b>	Educational Services	Effective Date:	September 2004
<b>B. Department / Program Area:</b>	Student Development Career & Employment Preparation	Revision	<input checked="checked" type="checkbox"/> New Course <input type="checkbox"/>
		If Revision, Section(s) Revised:	C, G, I
		Date of Previous Revision:	March 1992
		Date of Current Revision:	April 2004
<b>C. CAEP 0201</b>	<b>D. Career Exploration and Planning</b>	<b>E. 3</b>	

Subject & Course No.		Descriptive Title		Semester Credits						
<b>F: Calendar Description:</b>  This course is designed to provide adults with a disability with an ongoing supportive environment in which to explore career alternatives. It will include self assessment, job training information and the development of a career plan with short and long term goals.										
<b>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</b>  Primary Methods of Instructional Delivery and/or Learning Settings:  Teacher-Directed Learning  Number of Contact Hours: (per week / semester for each descriptor)  70 to 90 hours per semester, depending on disabling condition.  Number of Weeks per Semester: 15	<b>H: Course Prerequisites:</b>  Acceptance into the CAEP Program									
	<b>I: Course Corequisites:</b>  CAEP 0202, 0203, 0204, 0205									
	<b>J: Course for which this Course is a Prerequisite</b>									
	<b>K: Maximum Class Size:</b>  12-16 depending on disabling conditions.									
<b>L: PLEASE INDICATE:</b> <table><tr><td><input type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input checked="" type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)					<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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**M: Course Objectives / Learning Outcomes:**

1. To increase self-awareness of personal skills, aptitudes, abilities, interests and values.
2. To explore occupational and career alternatives.
3. To identify intrinsic and extrinsic employment and educational barriers and develop coping strategies.
4. To make realistic occupational or career choices.
5. To develop a career plan containing long and short term goals.

**N: Course Content:**

1. Review life experience and learnings.
2. Interest, temperament, aptitude and skill assessment.
3. Values clarification.
4. Barriers to employment.
5. Occupational information, current labour market, future predictions.
6. Non-traditional employment.
7. Organization of career/job information.
8. Decision making strategies.
9. Goal setting.
10. Field survey of occupational choices and educational options.

**O: Methods of Instruction:**

- instructor presentation
- class discussions
- self-awareness exercises
- standardized and non standardized assessment inventories
- written assignments
- tours
- video, films
- guest speakers
- use of Career Resource Centre and Library at Douglas College.
- role play
- interviews
- on-the-job experience.

**P: Textbooks and Materials to be Purchased by Students**

References: Occupational and educational information resources are available in Career Resource Centre of Douglas College.

Testing Material: Interest inventories, aptitude and skills assessment may be used at the discretion of the instructor.

**Q: Means of Assessment:**

A mastery model of on-going evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 80% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student. The student will be expected to maintain regular attendance and progress, actively participate in all classroom activities, and complete assignments as directed.

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

N/A

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Course Designer(s)  
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Education Council / Curriculum Committee Representative

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Dean / Director

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Registrar