



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: Educational Services **Effective Date:** September 2004

B. Department / Student Development **Revision** New Course
Program Area: Career & Employment Preparation

If Revision, Section(s) Revised: C,G, I
 Date of Previous Revision: March 1992
 Date of Current Revision: April 2004

C: CAEP 0202 **D: Job Preparation and Maintenance** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
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F: Calendar Description: This course is designed to prepare disabled adults for employment by increasing awareness of those factors which affect job maintenance. It will include exploration of employee/employer attitudes and expectations, development of self-management skills and work related communication skills. Students are expected to demonstrate appropriate work habits, as learned.		
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G: Allocation of Contact Hours to Type of Instruction / Learning Settings 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	H: Course Prerequisites: Acceptance into the CAEP Program	
	I: Course Corequisites: CAEP 0201, 0203, 0204, 0205.	
	J: Course for which this Course is a Prerequisite	
	K: Maximum Class Size: 12 - 16 depending on disabling conditions.	

L: PLEASE INDICATE:

<input type="checkbox"/>	Non-Credit
<input checked="" type="checkbox"/>	College Credit Non-Transfer
<input type="checkbox"/>	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes:

1. To learn and practise appropriate work habits (punctuality, attendance, dress)
2. To learn the skills of listening to and following through with instructions.
3. To learn methods of solving problems on the job.
4. To learn skills for discussing and resolving problems in work situations.
5. To develop and practise self-management skills, to maintain energy and emotional health on the job or during further training.

N: Course Content:

1. Work habits. (punctuality, attendance, dress, etc.)
2. Following instructions.
3. Communicating with employers, supervisors and fellow workers.
4. Giving and receiving feedback.
5. Negotiating change.
6. Strategies for handling stress.
7. Maintaining emotional/physical health.
8. Development of support systems.
9. Employee/employer attitudes and expectations.
10. Development and maintenance of self esteem.
11. Management of money and time.
12. Payroll/deductions/benefits.
13. Employment standards/employee rights.
14. Unions.
15. Labour trends.

O: Methods of Instruction:

- a. instructor presentation
- b. class discussion
- c. written assignments
- d. self-awareness exercises
- e. on-the-job experience
- f. tours
- g. videos/films
- h. guest speakers
- i. use of Career Resource Centre and Library at Douglas College
- j. role play
- k. interviews
- l. standardized and non-standardized assessment inventories

P: Textbooks and Materials to be Purchased by Students:

None

Topic-relevant material will be provided in handout form throughout the course.

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

Course Designer(s)
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Education Council / Curriculum Committee Representative

Dean / Director

Registrar