

A: Division: **Educational Services**
 B: Department: **Student Development**
 Program:

Date: **December 3, 1996**
 New Course: **X**
 Revision of Course Information form:

C: **CAEP 300** D: **Employment Readiness** E: **1**

Subject & Course No.

Descriptive Title

Semester Credit

F: **Calendar Description:** This course is designed to prepare students with a disability for employment. It provides practical information to increase awareness and practises behaviours which will contribute to job success, including appropriate social and communication skills for the worksite. As well, students will examine realistic expectations of obtaining specific employment in today's job market.

Summary of Revisions: (Enter date & section) Eg: Section C,E,F

G: **Type of instruction: Hrs per week / per semester**

Lecture:	Hrs.
Laboratory:	Hrs.
Seminar:	Hrs.
Clinical Experience:	Hrs.
Field Experience:	Hrs.
Practicum:	Hrs.
Shop:	Hrs.
Studio:	Hrs.
Student Directed Learning:	Hrs.
Other (Specify)	
Teacher Directed Learning:	32 Hrs.
Total:	32 Hrs.

H: **Course Prerequisites:**
Instructor permission

I: **Course Corequisites:**
None

J: **Course for which this Course is a Prerequisite:**



K: **Maximum Class Size:**
12-16 depending on disabling conditions

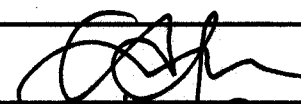
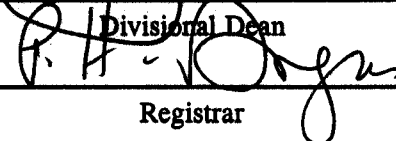
L: **College Credit Transfer**
College Credit Non-Transfer
Non-Credit

M: Transfer Credit:	Requested:	<input type="text"/>
	Granted:	<input type="text"/>

Specify Course Equivalent or Unassigned Credit as appropriate:

U.B.C.
 S.F.U.
 U. Vic.
 Other:

Terry Byrnes 
 Course Designer(s)
 Ted James 
 Director/Chairperson


 Divisional Dean

 Registrar

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

Nil

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

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;

Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

1. To develop time management and set personal goals.
2. To practice self-awareness in terms of their abilities, knowledge, skills and values.
3. To demonstrate mature workplace communication skills.
4. To develop an awareness of the expectations of employees.
5. To simulate and establish coping strategies and problem solving skills in regards to social skills and workplace circumstances.

P. COURSE CONTENT

1. Developing a personal work plan - goal setting.
2. Self-assessment using student personal profile inventory.
3. Employer expectations
4. Time management - work habits and behaviours.
5. Mature workplace communications skills.
6. Problem solving workplace issues.

Q. METHOD OF INSTRUCTION

1. Instructor presentation.
2. Class discussions.
3. Guest employers.
4. Self awareness exercises.
5. Role playing problem solving situations.
6. Written assignments.

R. COURSE EVALUATION

Students will be expected to maintain regular attendance and progress, actively participate in all classroom activities, and complete assignments as directed.

Progress will be monitored on a regular basis by the instructor in consultation with each student and evaluation of that progress will depend on student goals, level of disability and expectation of material mastery.