Douglas College

CURRICULUM GUIDELINES

A: Division: Date: March 16, 2001

Educational Services

B: Department/ **Student Development**
Program Area:

New Course | **X** | Revision

If Revision, Section(s) Revised:

Date Last Revised:

C:	**CSCT 100**	**D:**	**Assessment and Intake**	**E:**	**0**
	Subject & Course No.		Descriptive Title		Semester Credits

F: Calendar Description: This course is designed to assist adults with an employment barrier in taking the necessary preparatory steps to enter the full-time CSCT program. The course enables students to make informed decisions about entering the program and assists students to achieve success in the program. This is required course taken by students prior to entrance into other CSCT courses.

G: Allocation of Contact Hours to Types of Instruction/Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Number of Contact Hours: (per week / semester for each descriptor)

Number of Weeks per Semester:
Hours will vary from 10 - 20 depending on student needs
Max duration 1 mo.

H: Course Prerequisites:

Nil

I. Course Corequisites:

Nil

J. Course for which this Course is a Prerequisite:

CSCT 110, 120,130, 140 ,150

K. Maximum Class Size:

12 - 15 depending on barriers or disabling condition

L: PLEASE INDICATE:

X Non-Credit

☐ College Credit Non-Transfer

☐ College Credit Transfer: Requested ☐ Granted ☐

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

M: Course Objectives/Learning Outcomes

1. Students to gain an understanding of the objectives and content of the CSCT program
2. Students to make an informed decision and commitment to entering the program
3. Students to demonstrate the ability to deal with and benefit from the CSCT 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

N: Course Content

1. Meeting eligibility criteria

-interview with instructor
-reading program publicity
-demonstrating stability
-demonstrating motivation
-identifying goals
-demonstrating basic literacy and math skills

2. Decision making and implementing the decision

-making decision to participate in the CSCT program
-contacting the instructor, funding agencies, or medical practitioner

3. Securing funding

- identifying funding source
- applying for the best source of funding
- confirming funding and notifying appropriate persons

4. Making applications

-identifying forms which need to be completed (intake, funding, registration, etc.)
-completing forms and submitting them
-provide copies of transcripts and assessments
-procedures to ensure that all steps are completed

5. Following Through

-communicating with appropriate people as procedures are completed
-determining appropriate steps around transportation plans, and childcare arrangements

O: Methods of Instruction

Interview/ discussion/ one-on-one instruction

P: 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 meet the course objectives

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

Course Designer(s)   Education Council/Curriculum Committee Representative

Dean/Director   Registrar