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

B.	Department / Program Area:	**Student Development**	Revision	X	New Course	

If Revision, Section(s)
Revised: **C, J**
Date of Previous Revision: March 16, 2001

Date of Current Revision: September 2004

C: CSCT 0100 **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 Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Class Room
Lab

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

70 – 90 (depending on disabling condition)

Number of Weeks per Semester: 15

H: Course Prerequisites:

Nil

I: Course Corequisites:

Nil

J: Course for which this Course is a Prerequisite

CSCT 0110, CSCT 0120, CSCT 0130, CSCT 0140, CSCT 0150

K: Maximum Class Size:

12 – 15 depending on barriers or disabling conditions

L: PLEASE INDICATE:

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer:

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

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