



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: Educational Services Effective Date: September 2004

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

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

Date of Current Revision: September 2004

C: CSCT 0110 **D: Introduction to Employability Skills** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
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F: Calendar Description:	<p>This course is designed to help students identify the knowledge and skills required for obtaining and keeping employment. Course work will emphasize skill assessment, interpersonal communication skills, workplace responsibilities, teamwork skills, safety issues, and personal management skills for the workplace.</p>	
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<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings:</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Classroom 40% Lab 40% Practicum 20%</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>70 – 90 (depending on disabling condition)</p> <p>Number of Weeks per Semester: 15</p>	H:	Course Prerequisites:
		Nil
	I:	Course Corequisites:
		CSCT 0120, CSCT 0130, CSCT 0140, CSCT 0150
	J:	Course for which this Course is a Prerequisite
	K:	Maximum Class Size:
		12 – 15 depending on barriers or disabling condition

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 help students explore their values and career choices through individual skill assessments
- 2 .To make realistic employment choices and to identify the steps necessary to achieve a goal
- 3 .To develop and practice self management skills for the work site
4. To explore and practice basic communication skills
5. To learn skills for discussing and resolving problems on the work site
6. To assess and improve personal grooming
7. To promote safety awareness including rules and procedures on the work site

N: Course Content:

- value clarification and matching assessment skills into employment
- long term and short term goals
- dealing with barriers to employment
- decision-making strategies
- setting priorities in work and personal life
- factors that contribute to confidence and self-esteem
- communicating effectively with employers, supervisors, and co-workers
- teamwork approach to completing tasks
- strategies for handling stress
- appropriate clothing choices for interviews and the work site

O: Methods of Instruction:

- lecture
- class discussion
- roleplays
- guest speakers
- written assignments
- videos

P: Textbooks and Materials to be Purchased by Students**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 lab instructed activities, and completes all assignments as directed.

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

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar