Douglas College

CURRICULUM GUIDELINES

A.	Division:	Educational Services		Date:		
B.	Department / Program Area	Student Development		New Course	X	Revision
				If Revision, Section(s) Revised Date Last Revised:		

C:	LWTP 100	**D**:	Light Warehouse Training Program Intake and Assessment	**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 LWT 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 LWT courses.

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

Primary Methods of Instructional Delivery and/or Learning Settings:

David Lam Campus, Classroom Based

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

Hours will vary from 10-20 depending on student needs.

Maximum duration one month

H: Course Prerequisites:

Instructor permission

I: Course Corequisites:

Nil

J: Course for which this Course is a Prerequisite

LWTP 101,102,103,104,105,106

K: Maximum Class Size:

Sixteen

L: PLEASE INDICATE:

	Non-Credit
X	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
Students to gain an understanding of the objectives and content of the LWT program. They will be able to make an informed decision and commitment to entering the program. The students will demonstrate the ability to deal with and benefit from the LWT program. They will take the necessary steps leading to acceptance and registration in the program. Students will secure funding as necessary. They will provide the necessary documentation as required.

N:	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 LWT 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 arrangements1 Interview to assess ability to undertake a period of study.
O:	Methods of Instruction Interview/discussion/one on one instruction
P:	Textbooks and Materials to be Purchased by Students N/A
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 N/A

Course Designer(s)	Education Council / Curriculum Committee Representative
Dean / Director	Registrar