

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: TASK 051		Number of Credits: 0 Course credit policy (105)															
Course Full Title: Personal and Workplace Essentials Course Short Title: Personal & Workplace Essentials <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Access and Continuing Education		Department: Upgrading and University Preparation															
Calendar Description: Developed for students with disabilities, this course covers personal awareness, a variety of effective communication strategies, assertiveness skills, and goal setting for the workplace.																	
Prerequisites (or NONE):		Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program.															
Corequisites (if applicable, or NONE):		TASK 052 and TASK 053.															
Pre/corequisites (if applicable, or NONE):		None															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td>45</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total hours</td> <td>90</td> </tr> </table>		Lecture/seminar hours	45	Tutorials/workshops	45	Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities		Other contact hours:		Total hours	90	Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>	
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		Grading System <input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit															
		Maximum enrolment (for information only): 16 Expected Frequency of Course Offerings: Once per year <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Greg St. Hilaire		Date approved: December 7, 2018															
Faculty Council approval		Date approved: December 7, 2018															
Dean/Associate VP: Sue Brigden		Date approved: December 7, 2018															
Campus-Wide Consultation (CWC)		Date of posting: January 25, 2019															
Undergraduate Education Committee (UEC) approval		Date of meeting: March 1, 2019															

Learning Outcomes:

Upon successful completion of this course, students will be able to:

Personal Awareness

1. Identify personal learning strategies.
2. Describe personal attributes, strengths, and challenges.
3. Identify supports for educational/vocational success.
4. Develop awareness of vocational strengths and challenges.
5. Set learning goals, and review and discuss progress.
6. Identify common stressors and strategies for stress management.
7. Develop personal coping strategies to deal with change.
8. Identify ways to build self-esteem.
9. Recognize different personal and workplace styles for work settings.
10. Ask for assistance.
11. Describe the relationship between personality, attitudes, and actions.
12. Identify personal values and how they apply to job satisfaction.
13. Identify the impact and importance of first impressions.
14. Demonstrate effective goal setting and time management skills.
15. Demonstrate excellent punctuality, attendance, and participation.

Communication Skills

1. Recognize and define the elements of communication (sender, message, and receiver).
2. Identify barriers to communication and use strategies to overcome barriers.
3. Ask for clarification and demonstrate techniques (i.e. paraphrasing, asking questions) to assist communication.
4. Display/use effective communications.
5. Engage in active listening.
6. Differentiate between passive, aggressive, and assertive communication.
7. Express their needs and ask for assistance.
8. Respond to instructions and or feedback.

Interpersonal Skills

1. Identify and demonstrate attitudes for success.
2. Demonstrate respectful interactions in a diverse multi-cultural learning/work environment.
3. Identify ways of demonstrating initiative on the job.
4. Develop strategies for getting along with others, co-workers, supervisors, customers, and other stakeholders.
5. Define conflict and demonstrate conflict resolution strategies.
6. Demonstrate problem-solving strategies.
7. Give and receive feedback in an effective manner.
8. Define and demonstrate ethical behaviors.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Lecture, large and small group discussion, presentations, video, and online instruction

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Urban, H.	Life's Greatest Lessons: 20 Things That Matter	<input checked="" type="checkbox"/>	Simon and Schuster	2003
2. Ellis, D., Toft, D., Dawson, D.	Becoming a Master Student	<input checked="" type="checkbox"/>	Wadsworth Cengage Learning	2015
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Removable storage drive (USB, jump drive) and UFV campus card with credit for printing.

Typical Evaluation Methods and Weighting

Final exam:	20%	Assignments:	30%	Field experience:	%	Portfolio:	%
Midterm exam:	%	Project:	%	Practicum:	%	Participation:	10%
Quizzes/tests:	40%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

Typical Course Content and Topics

1. Personal awareness
2. Goal setting
3. Communication
4. Interpersonal skills