ORIGINAL COURSE IMPLEMENTATION DATE: September 2010
REVISED COURSE IMPLEMENTATION DATE: September 2019
COURSE TO BE REVIEWED (six years after UEC approval)**:** March 2025
Course outline form version: 05/18/2018

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
(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

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 *(Cannot be taken for additional credit.)*
Former course code/number:
Cross-listed with:
Dual-listed with:
Equivalent course(s):
(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.)

Typical Structure of Instructional Hours

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**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Special Topics *(Double-click on boxes to select.)*
This course is offered with different topics:
☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study
If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*
☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

Transfer Credit
Transfer credit already exists: *(See **bctransferguide.ca**.)*
☒ No ☐ Yes
Submit outline for (re)articulation:
☒ No ☐ Yes *(If yes, fill in transfer credit form.)*

Grading System
☐ Letter Grades ☒ Credit/No Credit

Maximum enrolment (for information only): 16

Expected Frequency of Course Offerings:
Once per year *(Every semester, Fall only, annually, etc.)*

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	☒	Simon and Schuster	2003
2.	Ellis, D., Toft, D., Dawson, D.	Becoming a Master Student	☒	Wadsworth Cengage Learning	2015
3.			☐		
4.			☐		
5.			☐		

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