



ORIGINAL COURSE IMPLEMENTATION DATE: September 2010
 REVISED COURSE IMPLEMENTATION DATE: September 2026
 COURSE TO BE REVIEWED (six years after UEC approval): March 2032
 Course outline form version: 29/08/2024

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 & Work Essentials													
Faculty: Faculty of Education, Community, & Human Dev.		Department/School: Upgrading and University Preparation											
Calendar Description: Developed for students with diagnosed and undiagnosed disabilities, this course covers personal awareness, effective communication, assertiveness, and workplace goal setting.													
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: 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>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Credit/No Credit Delivery Mode: May be offered in multiple delivery modes Expected frequency: Fall only Maximum enrolment (for information only): 16											
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar</td> <td style="text-align: center;">35</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Experiential (cultural/elder learning or participation)</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Supervised laboratory hours (computer lab)</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">90</td> </tr> </table>		Lecture/seminar	35	Tutorials/workshops	40	Experiential (cultural/elder learning or participation)	10	Supervised laboratory hours (computer lab)	5	Total hours	90	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: This is a cohort program	
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Total hours	90												
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No		Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>											
Department approval		Date of meeting: December 11, 2025											
Faculty Council approval		Date of meeting: February 20, 2026											
Undergraduate Education Committee (UEC) approval		Date of meeting: March 27, 2026											

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Describe personal attributes, strengths, challenges and learning strategies to workplace settings.
2. Identify strategies for learning goal progress.
3. Describe personal strategies for mental wellness.
4. Exhibit appropriate workplace behaviour (e.g., punctuality, attendance, participation, time management, positive attitude, preparation, task completion, focus and appropriate language).
5. Develop personal strategies for communication barriers.
6. Communicate effectively by seeking clarification when required with active listening strategies.
7. Take ownership over employment or workplace situations.
8. Use respectful interactions in a diverse multi-cultural learning/work environment with co-workers, supervisors, customers, and other stakeholders.
9. Solve problems in an ethical manner using conflict resolution strategies.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Holistic assessment:	50%	Assignments:	50%	
	%		%	%

Details:

Holistic assessment may include professionalism, classroom contribution and weekly reflections.

Assignments may include creating networks, goal setting, personal strengths and challenges.

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

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Cooperative learning activities, lecture, guest lecturers, large and small group discussion, presentations, video, and online instruction.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Online resource	Online Resources will be determined by instructor.		
2.			
3.			
4.			
5.			

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

Writing materials or laptop.

Course Content and Topics

- Personal awareness
- Goal setting
- Communication
- Interpersonal skills