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 052	**Number of Credits:** 0 Course credit policy (105)

Course Full Title: Education and Employment Exploration
Course Short Title: Education & Employment Exploration
(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:

Students will improve their knowledge of computer basics, write cover letters and resumes, develop interview skills, and develop short-term and long-term education and career plans.

Prerequisites (or NONE):	Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program
Corequisites (if applicable, or NONE):	TASK 051 and TASK 053.
Pre/corequisites (if applicable, or NONE):	None

Antirequisite Courses *(Cannot be taken for additional credit.)*
Former course code/number: **N/A**
Cross-listed with: **N/A**
Dual-listed with: **N/A**
Equivalent course(s): **N/A**
(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	36
Tutorials/workshops	18
Supervised laboratory hours	18
Experiential (field experience, practicum, internship, etc.)	18
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:

Education and Employment Exploration Skills

1. Complete various inventories/assessments related to education and employment.
2. Identify and assess personal skills, abilities, work skills, habits, performance, and compatibility with the type of work chosen.
3. Develop and participate in personal, education, and career planning.
4. Research job profiles and education/training opportunities.
5. Participate in information interviews.
6. Demonstrate behavioural expectations an employer has when looking for a potential employee.

Technology Skills

1. Use a computer for word processing.
2. Use digital resources (open a document, print, save).
3. Access an email account, compose and reply to messages.
4. Use safe internet protocols.
5. Write resumes, cover letters, and thank-you letters.
6. Upload resumes to submit job applications online.

Literacy and Numeracy Skills

1. Articulate knowledge of wages, personal finances, and budgeting.
2. Identify payroll terms and payroll deductions.
3. Demonstrate ability to use calendars, planners, and timetables.
4. Create and respond to written and digital workplace communications.
5. Prepare a personal budget.
6. Identify sections of a pay cheque/pay stub.

Job Search Skills

1. Collect all related information to prepare a resume and references.
2. Document their personal job search network.
3. Prepare and practice responses to communication skills for interviews.
4. Prepare for an interview.
5. Conduct a local job market analysis.
6. Demonstrate strategies needed to start and maintain a job search.
7. Develop appropriate job-targeting cover letters.
8. Demonstrate effective job search techniques.
9. Identify the pros and cons of when and how to disclose one's disability.

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.)*

Cooperative learning activities include group projects, guided discussion, written assignments, oral presentations, direct instruction, guest presentations, individual interviews, and other assignments.

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:	40%	Field experience:	%	Portfolio:	%
Midterm exam:	%	Project:	%	Practicum:	%	Participation:	10%
Quizzes/tests:	30%	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. Computer basics
2. Exploring a variety of careers and educational options
3. Interview skills, cover letters, and resume writing
4. Developing an education and career plan
5. Job search skills