



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.**

<b>Course Code and Number:</b> TASK 052		<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Education and Employment Exploration															
<b>Course Short Title:</b> Educ & Employment Exploration															
<b>Faculty:</b> Faculty of Education, Community, & Human Dev.		<b>Department/School:</b> Upgrading and University Preparation													
<b>Calendar Description:</b> Developed for students with diagnosed and undiagnosed disabilities, this course covers introductory computer skills, cover letter and resume writing, interview skills, and education and career planning.															
<b>Prerequisites (or NONE):</b>		Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program.													
<b>Corequisites (if applicable, or NONE):</b>		TASK 051 and TASK 053.													
<b>Pre/corequisites (if applicable, or NONE):</b>		None.													
<b>Antirequisite Courses</b> ( <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>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Credit/No Credit</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Fall only</b> Maximum enrolment (for information only): <b>16</b>													
<b>Typical Structure of Instructional Hours</b>		<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR cannot be awarded for this course because: This is a cohort program													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Lecture/seminar</td><td style="text-align: center; padding: 2px;">25</td></tr> <tr><td style="padding: 2px;">Tutorials/workshops</td><td style="text-align: center; padding: 2px;">30</td></tr> <tr><td style="padding: 2px;">Supervised laboratory hours (computer lab)</td><td style="text-align: center; padding: 2px;">20</td></tr> <tr><td style="padding: 2px;">Experiential (field trip)</td><td style="text-align: center; padding: 2px;">10</td></tr> <tr><td style="padding: 2px;">Experiential (cultural/elder learning or participation)</td><td style="text-align: center; padding: 2px;">5</td></tr> <tr><td style="text-align: right; padding: 2px;"><b>Total hours</b></td><td style="text-align: center; padding: 2px;"><b>90</b></td></tr> </table>		Lecture/seminar	25	Tutorials/workshops	30	Supervised laboratory hours (computer lab)	20	Experiential (field trip)	10	Experiential (cultural/elder learning or participation)	5	<b>Total hours</b>	<b>90</b>	<b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> ) Transfer credit already exists: <b>No</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>	
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<b>Total hours</b>	<b>90</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <b>No</b>		<b>Date of meeting:</b> December 11, 2025													
<b>Department approval</b>		<b>Date of meeting:</b> February 20, 2026													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> March 27, 2026													
<b>Undergraduate Education Committee (UEC) approval</b>															

**Learning Outcomes:**

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

1. Assess personal skills, and interests in relation to career compatibility.
2. Prepare a resume, references and cover letter.
3. Participate in appropriate interview process.
4. Engage in an effective job search.
5. Use appropriate digital technologies for job searches and safe workplace tasks.
6. Articulate knowledge of wages and budgeting.
7. Prepare a personal budget.
8. Identify personal job search network.
9. Demonstrate professionalism in the classroom.

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

Holistic assessment:	50%	Assignments:	50%		30%
	%		%		%

**Details:**

Holistic assessment may include professionalism, classroom contribution, and weekly reflections.  
Assignments may include resumes, cover letters, interviews and personal budgets.

**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 including discussions, assignments, presentations, instruction, guest presentations, interviews and vocational tours.

**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 and UFV campus card with credit for printing.

**Course Content and Topics**

- Computer basics
- Exploring a variety of careers and educational options
- Interview skills, cover letters, and resume writing
- Developing an education and career plan
- Job search skills