



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 053		Number of Credits: 0 Course credit policy (105)											
Course Full Title: Workplace Essentials: Industry Certificates, Health, Wellness, and Advocacy													
Course Short Title: Workplace 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 safe work principles, health and wellness, and advocacy. Students will earn industry certifications.													
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 052.											
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;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Supervised laboratory hours (computer lab)</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Experiential (cultural/elder learning or participation)</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">90</td> </tr> </table>		Lecture/seminar	45	Tutorials/workshops	25	Supervised laboratory hours (computer lab)	10	Experiential (cultural/elder learning or participation)	10	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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Tutorials/workshops	25												
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Experiential (cultural/elder learning or participation)	10												
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:

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

1. Apply safe practices at home and in the workplace, including proper lifting, ergonomics, and use of personal protective equipment (PPE).
2. Complete industry certificates including First Aid, Food Safe, Workplace Hazardous Materials Information System (WHMIS).
3. Recognize the inter-relationship of mental, emotional, physical, and spiritual health.
4. Describe ways to reduce risks related to unhealthy behaviours and attitudes affecting physical health.
5. Identify community resources and a personal network for health and wellness.
6. Summarize the history and rights of people with disabilities in the workplace including the BC Human Rights Code, BC Employment Standards Act, and Federal Employment Equity Act.
7. Describe appropriate workplace accommodations (written instructions, scaffolding, fading supports).
8. Explain the benefits and considerations of disclosing a personal disability.
9. Interpret what equity, diversity and inclusion means in personal and workplace settings.
10. Articulate an understanding of diverse Indigenous Worldviews including misrepresented and colonial information.
11. Demonstrate professionalism in the classroom.

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

Holistic assessment:	40%	Assignments:	40%	Quizzes/tests/midterm:	20%
	%		%		%

Details:

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

Assignments may include health and wellness reflection, Indigenous celebration planning and presentations, social justice changemaking and a guest speaker summary.

Tests include standardized industry certifications.

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, guest speakers, research, discussions, group exercises, games, videos, role play scenarios.

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 certification manuals.

Course Content and Topics

- Industry certificates
- Health and wellness
- Work safe practices
- Advocacy
- Indigenization
- Equity, Diversity, and Inclusion