

Education and Career Planning – EDCP 090

Access Education/Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE:	September 2013
OUTLINE EFFECTIVE DATE:	September 2022
COURSE OUTLINE REVIEW DATE:	March 2027

GENERAL COURSE DESCRIPTION:

Education and Career Planning 090 focuses on core skills required to enter the workforce or to prepare for selecting the educational program for a career or a career change. The course encourages students to self-reflect, take inventory of their acquired skills, and set goals. Through a number of guided exercises and detailed research, students will make informed decisions concerning their education and career direction.

Program Information: This course is a provincial-level ABE course and it can be applied towards the B.C. Adult Graduation Diploma.

Delivery: This course is delivered in a directed studies online format.

ABE Credits: 3

Hours for this course: 90 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	90
Total	90

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Other contact hours:

- Directed Studies

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Dean of Trades and Technology
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2022 – March 2027

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Assessment or instructor permission

Corequisites: ENGL 080, 090, 091 or 092 is recommended

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes

No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

There are no textbooks required for this course. The course material is a series of open educational resource (OER) chapters. They are embedded into the online platform for the course.

LEARNING OUTCOMES:

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

Education and Career Exploration Skills

- analyze current labour market and future trends
- investigate and develop a personal network
- undertake occupational and educational research
- identify available funding supports
- apply personal values, strengths, skills, and interests to optional career paths
- recognize entrepreneurial options
- investigate and utilize work-related community resources
- familiarize themselves with student support services
- use a fluid process of goal setting for educational and career planning

Communication Skills

- identify and practice active listening skills in a variety of situations
- demonstrate a knowledge of the range of effective speaking strategies
- extract, assess and exchange information using visual and electronic media
- recognize diverse cultural styles of communication
- identify and interpret non-verbal communication
- develop and apply effective writing processes in a variety of contexts
- develop self-awareness of personal qualities, values, interests and abilities
- apply critical thinking skills

Personal Awareness Skills

- recognize that self-esteem is a life-long process
- recognize personal feelings and their influence
- employ strategies to deal with anger
- assess and manage stress
- analyze and utilize time management strategies
- explore and connect personal assumptions with behavior
- clarify personal values and their impact on choices
- create awareness of the spiritual, physical, intellectual and emotional dimensions of self

Interpersonal Skills

- examine group process and practice the skills necessary for successful group experiences
- review problem solving models and develop group decision making strategies
- research and use the various methods of conflict resolution and demonstrate their use
- clarify the definition of assertiveness and implement successful techniques
- analyze the reasons for bias and develop the ability to recognize it in everyday situations
- identify issues around all forms of prejudice and practice non-discriminatory interpersonal skills
- investigate the various types of relationships and interaction they have with others

- identify methods of developing positive relationships, including effective communication techniques
- examine the diversity of relationships and cultures in Canadian society

Living Skills

- design and implement a personal budget
- formulate financial planning for the future
- investigate nutrition and impact on personal health
- assess personal wellness
- investigate and utilize community resources
- strengthen personal support system and advocacy options
- examine the impact of lifestyles choices
- explore techniques for being an effective consumer

Job Search

- identify and plan the major steps of the job search process
- develop effective interview strategies
- develop and maintain job search networks
- create effective resume and cover letter

Career Management

- examine labour/union negotiation and human rights
- review Labour Standards Act
- investigate entrepreneurial options
- develop strategies preparing for career transition
- develop strategies and attitudes to maintain employment
- identify workplace ethics

EVALUATION AND ASSESSMENT (Directed Studies Delivery):

Assignments	% Of Total Grade
Module 1- Activities/Assignments/Quizzes	16%
Module 2- Activities/Assignments/Quizzes	14%
Module 3- Activities/Assignments/Quizzes	14%
Module 4- Activities/Assignments/Quizzes	14%
Module 5- Activities/Assignments/Quizzes	14%
Module 6- Activities/Assignments/Quizzes	14%
Module 7- Activities/Assignments/Quizzes	<u>14%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.