



Job Exploration and Readiness Skills – ESEP 003 Education and Skills for Employment Program

Course Outline

COURSE IMPLEMENTATION DATE: January 2017
OUTLINE EFFECTIVE DATE: September 2022
COURSE OUTLINE REVIEW DATE: March 2027

GENERAL COURSE DESCRIPTION:

In this course, students determine their personal preferences for jobs, research the skills and education required for these jobs, complete various inventories/assessments related to the education and experience required for these jobs, participate in goal planning, and develop workable strategies in preparation to obtain employment. In addition, students will become aware of their rights as workers and citizens of BC and Canada.

Program Information: This course is required to complete the Education and Skills for Employment Program.

Delivery: This course is delivered face to face.

COTR Credits: None

Hours for this course: 55 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Instructional Hours	55
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	55

Practicum Hours (if applicable):

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

Other Contact Hours:

- Guided practice

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

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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: Admitted to ESEP or instructor permission

Corequisites: N/A

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

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: TEP 003

Date changed: November 2016

Textbooks and Required Resources:

Local and regional newspapers

Several job search websites

Provincial and federal government job search websites

A variety of printed materials

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- research job profiles /training opportunities;
 - identify and assess personal skills, abilities, work skills, habits, performance, and compatibility with the work chosen;
 - complete various inventories/assessments dealing with interests, education, and employment;
 - demonstrate an understanding of behavioral expectations an employer has when looking for a potential employee;
 - self-evaluate personal skills, behaviors and knowledge as an employee;
 - create and respond to a variety of interview questions through mock interview practice;
 - identify appropriate personal and interpersonal behaviors in the workplace;
 - become familiar with BC Human Rights Code, BC Employment Standards Act and the Employment Equity Act; and
 - identify and describe workplace accommodations, adjustments or support if needed.
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COURSE TOPICS:

- Self-Evaluation
- Exploring Jobs
- Choosing a Job
- Legal Rights
- Interviews
- Workplace Behaviors
- Workplace Expectations

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Research assignments (researching jobs, evaluating job postings)	60%
Interactive activities	10%
Quizzes	10%
Role playing (interview practice)	<u>20%</u>
Total	100%

COURSE GRADE:

A completion of 75% is required.

COM	Completed to defined standard
NCG	No Credit Granted

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.