



Occupational Skills and Work Experience – ESEP 004

Education and Skills for Employment

Course Outline

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

GENERAL COURSE DESCRIPTION:

This course provides students with in-class experiential instruction combined with practical work experience. Students are supported in job shadowing situations and /or actual work placement assignments. Since this course has a work experience component, the jobs students participate in will vary depending on availability and location. The classroom component of the course may touch on jobs such as kitchen help, ground maintenance, janitorial, retail, information technology, and clerical. As well, students will apply appropriate interview strategies in an authentic workplace interview, use suitable workplace communication and attire, and apply effective workplace safety procedures.

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: 170

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Instructional Hours	50
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	120
Total	170

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience up to	120
Formal Work Experience	
Other	
Total	120

Other Contact Hours:

- Guided practice

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head

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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>.

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

Prior Course Number: TEP 004

Date changed: November 2016

Textbooks and Required Resources:

Instructor Handouts

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

- demonstrate initiative, dependability, and reliability on the job;
 - demonstrate positive workplace values;
 - follow directions and instructions, written and verbal;
 - demonstrate organizational skills (use planning tools, follow schedules, maintain punctuality and attendance);
 - employ appropriate conversational skills with fellow students, coworkers, and employers;
 - ask for assistance when on the job;
 - ask relevant questions to employers;
 - identify and demonstrate safe work practices as per WORKSAFE BC guidelines;
 - participate in work site training orientation;
 - complete work experience assignments;
 - plan and complete tasks as per instructions;
 - demonstrate skills learned on the worksite; and
 - perform occupational tasks.
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COURSE TOPICS:

Will vary depending on the students' work placements.

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

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

Assignments	% Of Total Grade
Student's Self- Evaluations	10%
Work Experience Evaluations from Employers	70%
Assignments	<u>20%</u>
Total:	100%

COURSE GRADE:

A completion of 75% or higher 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.