

Previous Work and Job Skills - WORK 095
Adult Upgrading / Upgrading for Academic and Career Entry

Course Outline

COURSE IMPLEMENTATION DATE: September 2016
OUTLINE EFFECTIVE DATE: April 2020
COURSE OUTLINE REVIEW DATE: September 2025

GENERAL COURSE DESCRIPTION:

Previous Work and Job Skills 095 will recognize documented past work experience or current work experience as part of the course content. Students reflect on what they have done at their jobs and do exercises to help them demonstrate the knowledge they have acquired. They also use this knowledge to continue on their learning pathway. In addition, students will review health and safety, effective communication, workplace ethics, and labour relations. This course can also help students develop strategies for transitioning into new jobs.

Program Information: This course can be used toward the BC Adult Graduation Diploma.

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

ABE Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	45
Total	45

Other Contact Hours:

- Directed Studies Classroom

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	
Formal Work Experience	
Other	270
Total	270

Other:

- Students must have 270 hours of formal work experience at the beginning of the course or complete those hours by the end of the course.

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: April 2020 – September 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 270 hours of documented work or will have 270 hours completed by the end of the course and instructor permission. EDCP 90 or equivalent is recommended.

Corequisites: None

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: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Instructor Handouts

Essential Skills Job Profiles www.esdc.gc.ca/eng/jobs/les/profiles/index.shtml

Worksafe BC <http://www.worksafebc.com/>

Canada Labour Code <https://laws.justice.gc.ca/eng/acts/L-2/rpdc.html>

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

1. Occupational Health and Safety

- apply hazard recognition and injury prevention skills
- demonstrate knowledge and practice of basic workplace incident and accident response procedures and protocols
- demonstrate knowledge and practice of WorkSafeBC's workplace health and safety rights and responsibilities
- analyze hazards or potential hazards in an occupation or industry sector related to a work experience placement (e.g. restaurant industry, construction industry)
- demonstrate knowledge of workplace harassment and discrimination prevention policies

2. Workplace Application

- self-identify and describe the type of work done while on work experience
 - demonstrate use of employability skills* while on work experience
 - exemplify a positive work ethic and meet performance standards of the workplace
 - act upon a workplace problem
 - express and defend transferable skills acquired from school courses, community participation or workplace experience (ex. accounting, applied math, carpentry, mechanics, video production, cooking, writing, computer skills, presentation skills)
- *Employability Skills as defined by the [Conference Board of Canada](http://www.confboard.ca)

3. Work Training and Experience

- demonstrate appropriate work habits
- gain exposure to work or training situations
- gather information about vocational choices
- demonstrate interpersonal skills with coworkers and supervisors
- explore and/or participate in required industry training certificates

COURSE TOPICS:

- Job Descriptions
- Work Portfolio Design and Presentation
- Future Pathways
- Labour Code / Work Ethics
- Health & Safety

EVALUATION AND ASSESSMENT (Directed Study Delivery):

Assignments	% Of Total Grade
Job Experience Assignments	80%
Assignment 1 15%	
Assignment 2 5%	
Assignment 3 30%	
Assignment 4 10%	
Assignment 5 15%	
Assignment 6 5%	
Labour Relations/ Health and Safety Assignments	20%
Assignment 7 10%	
Assignment 8 10%	
Total	<hr style="width: 50%; margin: 0 auto;"/> 100%

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.