



COURSE OUTLINE

Course Name: Career Literacy Foundations

Course Number: CLFE 0311

Number of Credits: 0.0

Effective Date: Apr 1, 2018

Course Description:

Career Literacy Foundations meets the requirements of the ABE Fundamental Level Career and Education Planning outcomes. The goal of CLFE 0311 is to enhance employment readiness skills of adult learners, in addition to their own self awareness of their strengths and areas for work. Students will learn the skills, knowledge, and attitudes to explore occupational and educational goals in a changing and diverse world.

School or Centre:

School of Arts and Sciences

Year of Study:

ABE Fundamental Literacy (Grade 8 & below)

Course History:

New Course

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

Students must have departmental approval to register for this course.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Instructional Strategies:

Instructional strategies include, but are not limited to: lectures, use of print and electronic visual prompts, individualized instruction, 1-1 and group work, group discussions, computer use, activities making use of auditory, tactile and sensory learning, and peer reviewed teaching strategies.

Course Learning Outcomes:

Students will meet the outcomes as stated for ABE Career Planning, located in the 2017/18 ABE Articulation Handbook: https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/adult-education/abe_guide.pdf
Dated April 4, 2018

Program Learning Outcomes:

Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Satisfactory/Unsatisfactory		S (60%)

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	40	Completion of workbook exercises including comprehension questions, personal reflections etc.
Project	30	Completion of a career exploration project and a cover letter/resume project
Field Experience	10	Explore an industry training opportunity and reflect on the process.
Participation	10	5% Attendance, 5% participation in collaborative, class based activities.
Other	10	Job Interview Role Play
	Total	100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	78	
	Total	78

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics:

- Communication Skills: active listening, effective speaking, and non-verbal communication
- Education and Career Exploration Skills: the current labour market, jobs, education paths, and community resources
- Personal Awareness Skills: recognizing and managing emotions, time management, values, interests, and skills
- Interpersonal Skills: team work, dealing with conflict, and working in a diverse society
- Living Skills: personal wellness, budgeting, consumer choices, and community resources
- Job Search Skills: the job search process, cover letters, resumes, and interviews
- Training Experience: participation in a training experience

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Approved by Curriculum Committee:	October 17, 2017	Approved by Education Council:	November 14, 2017
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