



v c c . c a

CAAW 0632: Employability and Workplace Skills

EFFECTIVE DATE

September 2017

DEPARTMENT

Community & Career Education

DESCRIPTION

This course introduces learners to the types of professional relationships that exist in the workplace and emphasizes the importance of regular attendance, punctuality, professional hygiene and grooming, following a work schedule, and positive workplace values. Students identify and discuss positive employee behaviors, which they use to evaluate their performance during practicum. This course is part of the Career Awareness program.

CREDITS

5.0

YEAR OF STUDY

ABE Fundamental Literacy(Grade8&below)

PREREQUISITES

Admission to the Career Awareness Program

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- explain the behavioral expectations an employer has when looking for a potential employee
- display professional grooming & hygiene and adhere to dress codes
- display positive workplace values
- participate in verbal and non-verbal feedback
- follow instructions and directions, written and verbal
- demonstrate good organizational skills and work habits
- demonstrate initiative, dependability and reliability on the job
- recognize the importance of accepting feedback and criticism
- apply positive workplace values

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 100

INSTRUCTIONAL STRATEGIES

lectures, presentations, demonstrations, discussion groups, case studies, field assignments and independent or group projects, field practicum, audio visual and web related materials individualized and group tutorial

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

S- Satisfactory=50%

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	in-class assignments and projects
Quizzes/Tests	30	
Final Exam	10	
Participation	10	
Other	20	observation of demonstrated skills - checklist

COURSE TOPICS

- Teamwork
- Following directions
- Attendance & punctuality
- Following work schedules, using time cards, time sheets, and punch clocks
- Hygiene and grooming and dress codes for various industry sectors
- Problem solving
- Taking the initiative
- Dependability and reliability on the job
- Organizational skills and work habits
- Positive workplace values
- Asking for help
- Accepting and responding to feedback,
- Workplace evaluations and self evaluations
- Cooperation and collaboration

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus

250 West Pender Street
Vancouver, B.C. Canada
V6B 1S9

Annacis Island campus

1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000

VCC.ca

Generated at: 1:41 pm on Apr. 11, 2021