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CLFE 0311: Career Literacy Foundations

EFFECTIVE DATE

April 2018

DEPARTMENT

Basic Education

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.

CREDITS

0.0

YEAR OF STUDY

Below Grade 10 Equivalency

PREREQUISITES

Students must have departmental approval to register for this course.

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

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

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 78

Other: 0

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.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

S (60%)

EVALUATION PLAN

Type	Percentage	Assessment activity
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

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

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

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