



EDCP-090 – Provincial Level Education and Career Planning

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Course Outline Review Date: 2027-03-01

Program Area: Upgrading for Academic and Career Entry

Description:

Education and Career Planning 090 focuses on core skills required to enter the workforce or to prepare for selecting the educational program for a career or a career change. The course encourages students to self-reflect, take inventory of their acquired skills, and set goals. Through a number of guided exercises and detailed research, students will make informed decisions concerning their education and career direction.

Program Information:

This course is a provincial-level ABE course and it can be applied towards the B.C. Adult Graduation Diploma.

Delivery Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 3

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	90
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Course Requisites:

- Complete all of the following
 - Prerequisites: Assessment or instructor permission
 - Corequisites: ENGL 080, 090, 091 or 092 is recommended

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

There are no textbooks required for this course. The course material is a series of open educational resource (OER) chapters. They are embedded into the online platform for the course.

Learning Outcomes:

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

Education and Career Exploration Skills

- analyze current labour market and future trends

- investigate and develop a personal network
- undertake occupational and educational research
- identify available funding supports
- apply personal values, strengths, skills, and interests to optional career paths
- recognize entrepreneurial options
- investigate and utilize work-related community resources
- familiarize themselves with student support services use a fluid process of goal setting for educational and career planning

Communication Skills

- identify and practice active listening skills in a variety of situations
- demonstrate a knowledge of the range of effective speaking strategies
- extract, assess and exchange information using visual and electronic media
- recognize diverse cultural styles of communication
- identify and interpret non-verbal communication
- develop and apply effective writing processes in a variety of contexts
- develop self-awareness of personal qualities, values, interests and abilities
- apply critical thinking skills

Personal Awareness Skills

- recognize that self-esteem is a life-long process
- recognize personal feelings and their influence
- employ strategies to deal with anger
- assess and manage stress
- analyze and utilize time management strategies
- explore and connect personal assumptions with behavior
- clarify personal values and their impact on choices
- create awareness of the spiritual, physical, intellectual and emotional dimensions of self

Interpersonal Skills

- examine group process and practice the skills necessary for successful group experiences
- review problem solving models and develop group decision making strategies
- research and use the various methods of conflict resolution and demonstrate their use
- clarify the definition of assertiveness and implement successful techniques
- analyze the reasons for bias and develop the ability to recognize it in everyday situations
- identify issues around all forms of prejudice and practice non-discriminatory interpersonal skills
- investigate the various types of relationships and interaction they have with others
- identify methods of developing positive relationships, including effective communication techniques
- examine the diversity of relationships and cultures in Canadian society

Living Skills

- design and implement a personal budget

- formulate financial planning for the future
- investigate nutrition and impact on personal health
- assess personal wellness
- investigate and utilize community resources
- strengthen personal support system and advocacy options
- examine the impact of lifestyles choices
- explore techniques for being an effective consumer

Job Search

- identify and plan the major steps of the job search process
- develop effective interview strategies
- develop and maintain job search networks
- create effective resume and cover letter

Career Management

- examine labour/union negotiation and human rights
- review Labour Standards Act
- investigate entrepreneurial options
- develop strategies preparing for career transition
- develop strategies and attitudes to maintain employment
- identify workplace ethics

Course Topics:

- Education and Career Exploration Skills
- Communication Skills
- Personal Awareness Skills
- Interpersonal Skills
- Living Skills
- Job Search
- Career Management

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Module 1- Activities/Assignments/Quizzes	16%
Module 2- Activities/Assignments/Quizzes	14%
Module 3- Activities/Assignments/Quizzes	14%
Module 4- Activities/Assignments/Quizzes	14%
Module 5- Activities/Assignments/Quizzes	14%

Module 6- Activities/Assignments/Quizzes	14%
Module 7- Activities/Assignments/Quizzes	14%
Total	14%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	<50

Pass requirements: None

Evaluation Notes: A grade of “D” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.

