



## ESEP-003 – Job Exploration and Readiness Skills

### 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:

In this course, students determine their personal preferences for jobs, research the skills and education required for these jobs, complete various inventories/assessments related to the education and experience required for these jobs, participate in goal planning, and develop workable strategies in preparation to obtain employment. In addition, students will become aware of their rights as workers and citizens of BC and Canada.

#### Program Information:

This course is required to complete the Education and Skills for Employment Program.

**Delivery Methods:** On-campus (Face-to-Face)

**Credit Type:** ABE Credits

**Credits:** 0

#### Instructional Activity and Hours:

| Activity  | Hours |
|---|-------|
| Classroom, Directed Studies or Online Instruction | 55    |
| Seminar/Tutorials                                 |       |
| Laboratory/Studio                                 |       |
| Practicum/Field Experience                        |       |
| Co-op/Work Experience                             |       |

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Other

|       |    |
|-------|----|
| Total | 55 |
|-------|----|

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**Course Requisites:**

None

**Flexible Assessment:** No**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.

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**Textbook Resources:**

Local and regional newspapers

Several job search websites

Provincial and federal government job search websites

A variety of printed materials

*Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.*

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**Learning Outcomes:**

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

- research job profiles /training opportunities;
- identify and assess personal skills, abilities, work skills, habits, performance, and compatibility with the work chosen;
- complete various inventories/assessments dealing with interests, education, and employment;
- demonstrate an understanding of behavioral expectations an employer has when looking for a potential employee;
- self-evaluate personal skills, behaviors and knowledge as an employee;
- create and respond to a variety of interview questions through mock interview practice;
- identify appropriate personal and interpersonal behaviors in the workplace;
- become familiar with BC Human Rights Code, BC Employment Standards Act and the Employment Equity Act; and
- identify and describe workplace accommodations, adjustments or support if needed.

### Course Topics:

- Self-evaluation
- Exploring Jobs
- Choosing a Job
- Legal Rights
- Interviews
- Workplace Behaviors
- Workplace Expectations

*See instructor syllabus for the detailed outline of weekly readings, activities and assignments.*

## Evaluation and Assessments

### Assessment Type: On-Campus (face-to-face)

| Assessment Type  | % of Total Grade |
|--|------------------|
| Research assignments (researching jobs, evaluating job postings) | 60%              |
| Interactive activities   | 10%              |
| Quizzes  | 10%              |
| Role playing (interview practice)                                | 20%              |
| Total  | 100%             |

### Grade Scheme

| COM                                       | NCG  |
|---|--|
| Completed to the minimum defined standard | No credit granted – less than minimum defined standard |

**Pass requirements:** None

**Evaluation Notes Comments:**

A completion of 75% is required.

**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.

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**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
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**Equivalent Course(s) and Course Code Changes**

Prior Course Code: TEP 003

Date changed: November 2016

**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.