



WORK-095 – Previous Work and Job Skills

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Course Outline Review Date: 2025-09-01

Program Area: Upgrading for Academic and Career Entry

Description:

Previous Work and Job Skills 095 will recognize documented past work experience or current work experience as part of the course content. Students reflect on what they have done at their jobs and do exercises to help them demonstrate the knowledge they have acquired. They also use this knowledge to continue on their learning pathway. In addition, students will review health and safety, effective communication, workplace ethics, and labour relations. This course can also help students develop strategies for transitioning into new jobs.

Program Information:

This course can be used toward the BC 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	
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience

Other	45
Total	45

Course Requisites:

- Minimum 270 hours of documented work or will have 270 hours completed by the end of the course and instructor permission.

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.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline

Effective Date the following textbooks were in use:

Instructor Handouts

Essential Skills Job Profiles www.esdc.gc.ca/eng/jobs/les/profiles/index.shtml

Worksafe BC <http://www.worksafebc.com/>

Canada Labour Code <https://laws.justice.gc.ca/eng/acts/L-2/rpdc.html>

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

Learning Outcomes:

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

1. Occupational Health and Safety

- apply hazard recognition and injury prevention skills
- demonstrate knowledge and practice of basic workplace incident and accident response procedures and protocols
- demonstrate knowledge and practice of WorkSafeBC's workplace health and safety rights and responsibilities
- analyze hazards or potential hazards in an occupation or industry sector related to a work experience placement (e.g. restaurant industry, construction industry)
- demonstrate knowledge of workplace harassment and discrimination prevention policies

2. Workplace Application

- self-identify and describe the type of work done while on work experience
- demonstrate use of employability skills* while on work experience
- exemplify a positive work ethic and meet performance standards of the workplace
- act upon a workplace problem
- express and defend transferable skills acquired from school courses, community participation or workplace experience (ex. accounting, applied math, carpentry, mechanics, video production, cooking, writing, computer skills, presentation skills)

*Employability Skills as defined by the Conference Board of Canada

3. Work Training and Experience

- demonstrate appropriate work habits
- gain exposure to work or training situations
- gather information about vocational choices demonstrate interpersonal skills with coworkers and supervisors
- explore and/or participate in required industry training certificates

Course Topics:

- Job Descriptions
- Work Portfolio Design and Presentation
- Future Pathways
- Labour Code / Work Ethics
- Health & Safety

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Job Experience Assignment 1	15%
Job Experience Assignment 2	5%
Job Experience Assignment 3	30%
Job Experience Assignment 4	10%
Job Experience Assignment 5	15%
Job Experience Assignment 6	5%
Labour Relations/ Health and Safety Assignment 7	10%
Labour Relations/ Health and Safety Assignment 8	10%
Total	100%

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

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.