A.	Division:	Educational Services	Effective Date:		September 2004

B.	Department / Program Area:	Student Development	Revision	X	New Course	

If Revision, Section(s) Revised: C, J

Date of Previous Revision: September 8, 2003
Date of Current Revision: September 2004

C: CAEP 0100	**D**: Assessment and Intake	**E:** 0
Subject & Course No.	Descriptive Title	Semester Credits

F: Calendar Description:
This course is designed to assist adults with a disability in taking the necessary preparatory steps to enter the full-time CAEP program. The course enables students to make informed decisions about entering the program and assists students to become prepared to achieve success in the program. This is a required course taken by students prior to entrance into other CAEP courses.

G: Allocation of Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Number of Contact Hours: (per week / semester for each descriptor)

Hours will vary from 10 – 20 depending on student needs.

Number of Weeks per Semester: Max. duration is 1 month

H: Course Prerequisites:
Nil

I: Course Corequisites:
Nil

J: Course for which this Course is a Prerequisite
CAEP 0201, 0202, 0203, 0204, 0205

K: Maximum Class Size:

12

L: PLEASE INDICATE:

[ ] Non-Credit

[X] College Credit Non-Transfer

[ ] College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes
1. Students to gain an understanding of the objectives and content of the CAEP Program.
2. Students to make an informed decision and commitment to entering the program.
3. Students to demonstrate ability to deal with and benefit from CAEP program content.
4. Students to take the necessary steps leading to acceptance and registration in the program.
5. Students to secure funding as needed.
6. Students to provide documentation as needed.
7. Students to increase awareness of personal preparations which will facilitate participation in the CAEP program and to make arrangements as needed.

N: Course Content:
1. Gathering Information
   - reading program publicity
   - interview with Transition planner
   - interview with Instructor
2. Meeting Eligibility Criteria
   - demonstrating stability
   - demonstrating motivation
   - identifying goals
   - demonstrating basic literacy skills

P:	Textbooks and Materials to be Purchased by Students

Q:	Means of Assessment
	A student will have completed the course when he/she has participated at the required level in course activities designed to meet the course objectives.
	Progress will be monitored on a regular basis by the instructor in consultation with each student.

R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Course Designer(s)

Education Council / Curriculum Committee Representative

Dean / Director

Registrar