

CURRICULUM GUIDELINES

B.	Department / Student Development Program Area	New Course X Revision
F:	Calendar Description: To provide students with the personal attributes necessary.	tive Title Semester Credits essary to succeed in the new working environment of f the course will concentrate on developing self confidence tills for the work place.
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Classroom 100% Number of Contact Hours: (per week / semester for each descriptor) 70-90 Depending on disabling conditions Number of Weeks per Semester: Fifteen	H: Course Prerequisites: Instructor permission I: Course Corequisites: LWTP 100 J: Course for which this Course is a Prerequisite LWTP 102 K: Maximum Class Size: Sixteen
L:		Requested Granted ETAILS (www.bccat.bc.ca) assertiveness, problem solving and interpersonal skills. de-play an understanding of work place expectations and be

N: Course Content:

- 1. Developing self-awareness with a focus on finding the correct job match.
- 2. Developing self-esteem and a positive attitude to career development.
- 3. Effective Communication as a tool for developing teamwork skills.
- 4. Problem solving in both personal and professional situations.
- 5. Anger management.
- 6. Conflict resolution, with particular focus on the work environment.
- 7. Assertiveness as a tool for job survival and career development.
- 8. Stress and Time management.

O: Methods of Instruction

Instructor Presentation Class Discussion Videos

> the course when he/she the course objectives have or more.

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