

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

COURSE OUTLINE: WORK PREPARATION JR063

INSTRUCTOR: William T. Shaw
Office: A 108
Telephone: 539-2027, ext. 36

ROOM: A 103

TEXTBOOK: No textbook required

COURSE OBJECTIVES:

1. The student will gain a greater self-confidence in his/her abilities to secure and maintain employment.
2. The student will gain greater skills and techniques that will be helpful in securing employment.
3. The student will become aware of job opportunities available within this area as well as economic development trends which may lead to employment.
4. The student will explore potential job placements.

METHOD OF PRESENTATION:

- Lecture
- Filmstrip/cassette
- Role playing
- Video tape

CRITERIA FOR JOB PLACEMENT:

The second stage of the Work Preparation course is placement in community based work sites. The student must successfully complete work preparation assignments and exhibit responsible work habits and attitudes in order to receive a job placement.

COURSE SUMMARY:

<u>Section 1</u>	Self-Evaluation Application Forms
<u>Section 2</u>	Interview Skills
<u>Section 3</u>	Résumé Writing
<u>Section 4</u>	Job Search Techniques
<u>Section 5</u>	Work Experience Placement

EVALUATION:

15 Classes (15 x 2%)	30%
2% for participation and punctuality	
0% if absent	
5 Assignments (5 x 14%)	70%
Outlined in Sections 1 - 5	
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Total possible mark in this course	100%

NOTE: Student must have a final mark of 60% or better to receive credit in this course.