

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

COURSE OUTLINE: THE JOB AHEAD JR068

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

ROOM: B 104

TEXTBOOK: No textbook required

COURSE DESCRIPTION:

This course will outline a step-by-step approach to securing meaningful employment and possible solutions to problems encountered on the job.

COURSE OBJECTIVES:

- To understand the importance of preparation and its affect on employment
- To illustrate that personal and work habits play a vital role in our success on the job
- To grasp an understanding of problem-solving skills detrimental to our success on the job

EVALUATION:

Participation and Punctuality.	50%
Completion of Assignments.	50%

Total possible mark in this course	100%

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