

# CAREER AWARENESS (CAAW)

## **CAAW 0631 Upgrading Credits: 5**

### **Education/Employment Explorati Total Hours: 100**

This course provides students with experiential learning opportunities to develop and participate in personal, education and career planning. Learners will complete a variety of inventories and assessments related to education and employment and will become familiar with the provincial and federal legislative bodies and laws governing human and employee rights and responsibilities. Instruction is delivered for WHMIS, workplace safety practices and procedures, and WorkSafeBC guidelines. This course is part of the Career Awareness program.

## **CAAW 0632 Upgrading Credits: 5**

### **Employ and Workplace Skills Total Hours: 100**

This course introduces learners to the types of professional relationships that exist in the workplace and emphasizes the importance of regular attendance, punctuality, professional hygiene and grooming, following a work schedule, and positive workplace values. Students identify and discuss positive employee behaviors, which they use to evaluate their performance during practicum. This course is part of the Career Awareness program.

## **CAAW 0633 Upgrading Credits: 5**

### **Communication Skills Total Hours: 100**

This course introduces students to elements of communication and guides them in the application of these skills in developing positive interpersonal and customer relations. Students review how behavioral responses impact co-workers and supervisors at the workplace. Students learn the importance of developing a positive and professional attitude towards customers. This course is part of the Career Awareness program.

## **CAAW 0634 Upgrading Credits: 4**

### **Personal Awareness & Wellness Total Hours: 80**

This course develops students' concepts and vocabulary around health and wellness, which they can then apply to meeting their personal, educational, and employment goals. This course is part of the Career Awareness program.

## **CAAW 0635 Upgrading Credits: 3**

### **Literacy, Numeracy, Digital Te Total Hours: 60**

This course focuses on increasing exposure to and improving workplace literacy, digital literacy, and numeracy. Students will have the opportunity to engage in a variety of computer applications used to access employment opportunities. This course is part of the Career Awareness program.

## **CAAW 0636 Upgrading Credits: 4**

### **Job Search & Interview Skills Total Hours: 100**

This course guides learners through processes and various strategies that will help them to create job search plans, and identify employment support and training, and develop interview skills. This course is part of the Career Awareness program.

## **CAAW 0637 Upgrading Credits: 3**

### **Practicum 1 Total Hours: 90**

This three-week practicum provides students with the opportunity to work hands-on in a job matched to their aptitudes, abilities, and interests, and to practice generic work habits. This course is part of the Career Awareness program.

## **CAAW 0638 Upgrading Credits: 4**

### **Practicum 2 Total Hours: 120**

This practicum is up to four weeks in length, and allows students to build upon prior skill development and essential workplace competencies. This course is part of the Career Awareness program.

## **CAAW 0639 Upgrading Credits: 5**

### **Practicum 3 Total Hours: 150**

This five week practicum provides students with the opportunity to consolidate the career exploration and skill training completed in prior practicum placements. This course is part of the Career Awareness program.