

DEAF AND HARD OF HEARING ADULTS JOB READINESS CERTIFICATE

Purpose

The Job Readiness Program focuses on helping Deaf/deaf and hard of hearing participants explore a number of different types of jobs, make career choices, plan their education and training, find employment, and develop skills that will help them maintain jobs. The program uses an integrated approach that helps students develop academic and computer skills while focusing on personal management and work related skills.

Duration

The full-time Job Readiness Program is 10 months long from September to June. There is a two-week break between the first and second terms. Classes are five hours per day, Monday to Thursday.

Learning Outcomes

Upon successful completion of this program, students will be expected to:

- recognize the importance of basic literacy and numeracy skills in the workplace
- plan appropriate and realistic career goals
- recognize, develop, and apply essential skills
- recognize, develop, and apply effective job search skills for employment

Admission Requirements

The minimum entry level is Upper Beginner English as assessed by the Department Head or delegate.

Each applicant will also have:

A successful interview with an instructor and the Department Head.

Some basic computer skills:

- Use a mouse
- Be familiar with the keyboard
- Use a word processor to write a short letter
- Be familiar with email and the Internet

Program Requirements

Term One		Credits
DHHR 0601	Academic Skills 1	4
DHHR 0611	Academic Skills 2	3
DHHR 0602	Personal Management Skills 1	4
DHHR 0612	Personal Management Skills 2	3
DHHR 0603	Career Choice Skills 1	3
DHHR 0604	Job Search Skills 1	2
DHHR 0605	Work Experience 1	1
Credits		20

Term Two

DHHR 0621	Academic Skills 3	3
DHHR 0622	Personal Management Skills 3	3
DHHR 0613	Career Choice Skills 2	2
DHHR 0623	Career Choice Skills 3	1
DHHR 0614	Job Search Skills 2	2
DHHR 0624	Job Search Skills 3	3
DHHR 0615	Work Experience 2	2
DHHR 0625	Work Experience 3	2
Credits		18
Total Credits		38

* **Note:** Term 1 courses must be completed successfully before being admitted to Term 2.

Evaluation of Student Learning

Evaluations are done throughout the program and are based on quizzes, exams, assignments, and assessments of practical skills.

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	65 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A

U	Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I	Incomplete	N/A
IP	Course in Progress	N/A
W	Withdrawal	N/A
Course Standings		
R	Audit. No Credit	N/A
EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.