

Transitional Employment Program Certificate



Description

The Transitional Employment Program graduates will develop and practice employability skills and work towards personal independence.

Program Learning Outcomes

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

1. Demonstrate development of self-awareness.
2. Demonstrate conflict resolution skills.
3. Apply personal and financial management skills.
4. Develop effective communication skills.
5. Prepare personal resume/portfolio.
6. Develop strategies to obtain employment.
7. Demonstrate practical employability skills.
8. Develop basic computer skills.

Requirements:

Term 1 (Summer Semester)

			Course Credits (Total Credits:3)
TEP	1000	Transition to College Life (1-2-0)	3
<p>Students will develop an understanding of expectations and skills required to manage independently in the Transitional Employment Program. This course runs in August. This is a prerequisite to advance in the program.</p>			

Term 2 (Fall Semester)

			Course Credits (Total Credits:12)
TEP	1010	Transition to Workplace (1-2-0)	3
<p>Students will demonstrate skills to increase work effectiveness. Course content will develop personal organization, accountability and basic safety training for the work place.</p> <p>Pre-requisite : TEP - 1000 :</p>			
TEP	1020	Financial Management (1-2-0)	3
<p>Students will work towards independent financial management by developing and maintaining a personal budget.</p> <p>Pre-requisite : TEP - 1000 :</p>			
TEP	1030	Workplace Communications (1-2-0)	3
<p>Students will enhance communication skills.</p> <p>Pre-requisite : TEP - 1000 :</p>			
TEP	1110	Work Experience I (1-2-0)	3
<p>Students will be provided with practical employment skills and hands-on training in suitable employment areas.</p> <p>Pre-requisite : TEP - 1000 :</p>			

Term 3 (Winter Semester)			Course Credits (Total Credits:12)
TEP	1040	Consumer Skills (1-2-0)	3
Students will establish skills needed for management of a self-sufficient lifestyle.			
Pre-requisite : TEP - 1000 :			
TEP	1050	Transition to Workplace II (1-2-0)	3
Students will examine personal opportunities toward obtaining gainful employment.			
Pre-requisite : TEP - 1000 :			
TEP	1060	Workplace Relations (1-2-0)	3
Students will develop skills to build and maintain employment relationships.			
Pre-requisite : TEP - 1000 :			
TEP	1120	Work Experience II (1-2-0)	3
Students will develop greater independence in practical hands-on training in suitable employment areas.			
Pre-requisite : TEP - 1000 :			
Pre-requisite : TEP - 1110 :			
Term 4 (Spring Semester)			Course Credits (Total Credits:3)
TEP	1130	Work Practicum (1-2-0)	3
Students will complete their final work practicum off campus with minimal contact from Olds College staff. Students will perform work place skills independently.			
Pre-requisite : TEP - 1000 :			
Pre-requisite : TEP - 1120 :			

Graduation Requirements

- Completion of all required courses as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

Changes to this Program

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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Effective Date: 07/15/2015 to Present

Generated on: 6/29/2021 10:25:38 AM