

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A.	Division:	Educational Services	Effective Date:		September 2004	
B.	Department /	Student Development	Revision	Х	New Course	
	Program Area:	Career & Employment Preparation				
			If Revision, Section(s))	C, I	
			Revised: Date of Previous Revision:			
					March 1992	
			Date of Current Revis	ion:	April 2004	

C: CAEP 0203

D: Interpersonal Skills for the Wo

of Contact Hours to Type of	Course Prerequisites:	
n / Learning Settings	Acceptance into the CA	EP Program
ethods of Instructional Delivery and/or ettings:	1	5
-	Course Corequisites:	
rected Learning	CAEP 0201, 0202, 0204	, 0205.
Contact Hours: (per week / semester	Course for which this	Course is a Dronoquisit
semptor)	Course for which this	Course is a riferequisit
urs per semester depending on ondition.		
-	Maximum Class Size:	
Weeks per Semester: 15	12-16 depending on disa	bling conditions
1 0		

M: Course Objectives / Learning Outcomes:

- 1. To learn and practise basic communication skills.
- 2. To learn and practise the giving and receiving of feedback.
- 3. To learn and practise problem solving methods.
- 4. To learn and practise the skills of effective participation in a group.
- 5. To gain confidence in making transitions to new surroundings.
- 6. To assess and improve personal appearance and hygiene.
- 7. To learn about and appreciate one's unique social style.

N: Course Content:

- 1. Basic communication skills
 - assertiveness
 - conversational skills
- 2.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

N/A

Course Designer(s) Mabel A.Iizat Education Council / Curriculum Committee Representative

Dean / Director

Registrar

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