



Career Life Education 12 (215)

COURSE OUTLINE

Career Life Education 12 is a self-paced, self-directed course offered at the Coquitlam Learning Opportunity Centre (CLOC). You will be expected to work independently and to manage your time productively. If needed, individual help is available during Learning Centre hours. The reading assignments and questions to be completed are provided for each unit. The purpose of the questions is to help you focus your reading. Course activation required within the first 15 days of registration.

BIG IDEAS

- **Career-life choices** are made in a recurring cycle of planning, reflecting, adapting, and deciding.
- **Career-life decisions** are influenced by **internal and external** factors, including local and global trends.
- **Cultivating networks** and **reciprocal relationships** can support and broaden career-life awareness and options.
- **Finding balance** between personal and work life promotes well-being.
- **Lifelong learning** fosters career-life opportunities.

COURSE FOCUS

- To create an overview of your Graduation Plan along with a reflection on what you learned in each unit
- To research careers and reflect on your goals and options
- To learn more about the workplace and your rights and responsibilities
- To demonstrate knowledge about your finances, how to budget, and how to finance your dreams
- To research and plan for you to stay healthy and happy

LEARNING RESOURCES

All resources are on the “Moodle” website that you will have access to when you are registered in the course.

- *You may access documents for each module using the [Moodle site](#) or you can email me and I will send them to you via an attachment in an email.*

SUBMITTING ASSIGNMENTS

- *Please email me all your assignments in the Module when completed with your assignment name along with your last name, first name in the title.
Example: **CLE 12 - Assignment 1.1 - Sawchuk, Wally***
- *An updated mark will be provided at the end of each Module*

EVALUATION (GRADE DISTRIBUTION)

Module 1: Getting Started - 15%

Module 2: Future Careers - 20%

Module 3: Getting the Job - 25%

Module 4: Budgets and Finance - 25%

Module 5: Healthy Living - 25%

*** Any questions regarding the course or course content can be sent via email to:**

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Office Hours: Mondays and Wednesdays from 4:30pm – 9:00pm