

PLANNING 12

INSTRUCTOR:	Kerry Armstrong		
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PHONE:	604-945-4211 (CLOC office)		
SCHEDULE:	Tuesday/Wednesday/Thursday	10:00am-2:00pm	
	Monday/Wednesday	5:00pm-9:00pm	
LEARNING CENTRE HOURS:	Monday-Thursday	10:00am-2:00pm	
	Monday-Thursday	5:00pm-9:00pm	

The Learning Centre is closed all statutory and school holidays.

INTRODUCTION

Welcome to Planning 12!

This is a chance for you to review your plans for your future. It is also a chance to ask for feedback and to find support for your plans.

PRESCRIBED LEARNING OUTCOMES

- 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, 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.

PLANNING 12 @ CLOC

Planning 12 at Coquitlam Learning Opportunity Centre is a self-paced, self-directed course. You will be expected to work independently and to manage your time productively. If needed, individual help is available from an instructor at the Learning Centre.

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.

EVALUATION



Planning 12 – School District #43

Program Teacher – Peter Poka email ppoka@sd43.bc.ca

CLOC: 104-2748 Lougheed Hwy, PoCo BC V3B 6P2

(Mon & Thurs 5-9pm)



Planning 12 Student Evaluation and Score Report

Student Name: _____ Student email: _____

Registration Date: _____ Activation Date: _____ Completion Date: _____

Assignment	Date	Your mark	Out of:	% of Co
MODULE 1: GETTING STARTED				
Assignment 1.1: My Graduation Plan			5	
Assignment 1.2: My Autobiography			5	
Assignment 1.3: Student Journal			10	
TOTAL			20	20%
MODULE 2: FUTURE CAREERS				
Assignment 2.1: Finding Your Future Career			8	
Assignment 2.2: Future Careers Report			12	
TOTAL			20	20%
MODULE 3: GETTING THE JOB				
Assignment 3.1: Writing Your Resume			5	
Assignment 3.2: Writing a Cover Letter			4	
Assignment 3.3: Interview Preparation			6	
Assignment 3.4: Rights and Responsibilities in the Workplace			5	
TOTAL			20	20%
MODULE 4: BUDGETS AND FINANCE				
Assignment 4.1: Buying a Home or Car			11	
Assignment 4.2: Your Budget			9	
TOTAL			20	20%
MODULE 5: HEALTHY LIVING				
Assignment 5.1: Your Wellness Inventory			4	
Assignment 5.2: Promoting Healthy Living			16	
TOTAL			20	20%
Course Totals				
			100	100%