



COURSE OUTLINE: SCM205 - EMPLOY CAREER PREP

Prepared: Helen Lindfors

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	SCM205: EMPLOYMENT & CAREER PREPAREDNESS
Program Number: Name	2180: SUPPLY CHAIN MANAGEM
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	21S, 20F, 21W
Course Description:	This course facilitates plans and processes to achieve a successful job search in the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	2180 - SUPPLY CHAIN MANAGEM
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 12 Develop and apply ongoing strategies for personal, career and professional development.
Essential Employability Skills (EES) addressed in this course:	EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Learning Activities: Lectures, required readings, seminars, case studies, papers, class discussion and problem-solving, podcasts, videos, content expert presentations Assignments: All assignments are due on the applicable date at the beginning of class. Assignments are to be submitted via the Learning Management System (LMS). Late Assignments: Late assignments will not be accepted. There are no make-up (additional) assignments and submission deadlines are adhered to in this course. If you have extenuating circumstances, please advise the Professor. Missed Tests / Exams: There are no make-up (additional) opportunities for exams or missed tests / quizzes. If you have extenuating circumstances, please advise the Professor.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.



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Books and Required Resources:

Connect to Your Career + Soft Skills for the Workplace (bundle) by Connell, Jaehne, Sykes
Edition: Canadian
ISBN: 978-1-63563-426-6

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
To prepare for a career and a successful job hunt	1.1 Understand the steps to career preparation and planning 1.2 Be able to create SMART goals 1.3 Understand the different career stages 1.4 Know what professionalism, workplace skills, and ethics are
Course Outcome 2	Learning Objectives for Course Outcome 2
To create a successful resume and cover letter	2.1 Create a personal brand statement and commercial yourself 2.2 Understand how to create an online presence to help sell yourself 2.3 Utilize different sections and formats of resumes for success 2.4 Create different types of cover letters, and understand submission of and uploading to an online job board 2.5 Understand verbal and non-verbal communication
Course Outcome 3	Learning Objectives for Course Outcome 3
To win in a job interview	3.1 Utilizing job applications, on-line job hunting and managing the application process 3.2 Preparing for a job interview, including questions, company research and suggested strategies 3.3 Practice both interviewing and being interviewed 3.4 Understand active listening, and be able to provide feedback
Course Outcome 4	Learning Objectives for Course Outcome 4
To create a career plan including life-long learning	4.1 Create effective strategies for time management and stress management 4.2 Learn about protecting your identity and various employment scams 4.3 Determine individual definition of career success 4.4 Create an understanding of further educational or certification requirements that might be needed to achieve career goals 4.5 Create a career plan based on goals identified

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Career Management Plan	25%
In-class interview	25%
Resume, cover letter and career search plan	50%

Date:

June 17, 2020

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

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