

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO, CANADA

COURSE OUTLINE

COURSE TITLE: TRANSITONS TO EMPLOYMENT
CODE NO. TTE105 SEMESTER: ONE
PROGRAM: VARIOUS
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DATE: JUNE 11, 1998 PREVIOUS OUTLINE DATED: 1997

APPROVED:  DATE: 
DEAN

TOTAL CREDITS: 3
PREREQUISITES: none
LENGTH OF COURSE: 3 hrs/wk TOTAL CREDIT HOURS: 45

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COURSE DESCRIPTION:

This course provides the student with an opportunity to develop self-awareness, to grow intellectually, and to acquire an understanding of others. Life skills taught will give the participant an appreciation of relationships among individuals, and society. Individual differences including values, religious, cultural, and regional disparities will be discussed. Students will work through stages leading up to the preparation of a functional or chronological resume.

LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

Upon completion of this course students will be able to demonstrate the ability to:

Describe employability skills as identified by the Conference Board of Canada. ;

Potential Elements of the Performance

- Describe employability skills as identified by the Conference Board of Canada
- Discuss and understand the importance of these employability skills in the workplace.
Develop a personal "tool kit" to reinforce a positive self-image.
Examine the positive and negative implications in the workforce of attitude, motivation, commitment, habits and integrity.
Complete various instruments that serve to increase self-knowledge.

Identify and implement basic work skills.

Potential elements of the performance:

- Study some techniques to increase the effectiveness of basic work skills such as reading, writing, listening, concentration, memory, proofreading, and test taking.

3. Study and discuss the impact of today's diverse workplace.

Potential elements of the performance:

- View videos which articulate some of the cultural and regional issues facing Canadians
- Discuss the impact of the growing diversity in the workplace, i.e. age, stage, abilities, and values.
- Discuss tolerance, prejudice, and discrimination in society.
- Explore how individuals can be part of the multicultural solution.

4. Utilize the Internet to research information on employment trends.

Potential elements of the performance:

- Conduct research using the Internet to identify employment trends and "hot jobs".
- Research potential employers using the World Wide Web.
- Discover how to utilize the Internet to post resumes.
- Search Ontario Job Futures using the Internet
- Log on to Algoma Information District Network (ADIN)

5. Produce an effective resume.

Potential elements of the performance:

- Complete an application for employment.
- Prepare action statements for use in a resume.
- Study the pros and cons of chronological and skill-based resumes.
- Research employment opportunities both in the hidden and "regular" job markets.
- Discuss how to choose references.

6. Prepare for different types of interviews.

Potential elements of the performance:

- Investigate various types of interviews.
- Study proper interview techniques.

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Discuss and practice questions an applicant may encounter during an interview.

Prepare cover and follow-up letters.

Research employment laws.

Potential elements of the performance:

Conduct research under the Human Rights Act.

Explore the employee's "right to know" under the Occupational Health and Safety Act.

III TOPICS:

1. Employability skills
2. Diversity in the workplace
3. Goal setting
4. Time management
5. Eight basic skills
6. Teamwork and building relationships
7. Networking and careers
8. Developing action statements in resumes
9. Making the transition to the workplace
10. Employee rights and responsibilities

IV REQUIRED TEXT:

The Career Tool Kit: Skills for Success, second edition. Carter et al, Prentice-Hall, 1998.

V EVALUATION PROCESS/GRADING SYSTEM:**METHODOLOGY:**

A variety of teaching methods will be used in this course in an attempt to capture the learning style of all students. These will include interactive lectures, discussions, in-class and out-of-class activities, Internet use, assigned readings, video presentations, and guest speakers. This course strives to be as interactive and individualized as possible. Consequently, regular attendance is extremely important and strongly encouraged.

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This course has a web site on Sault College's Intranet under WebCT. The professor will post notices to this site and students are encouraged to access it on a daily basis. Email is also part of the WebCT and should be used regularly as part of this course to contact the professor or to provide feedback to classmates. Instruction regarding access and use of WebCT will be provided to students early in the semester.

PLAGIARISM/ACADEMIC DISHONESTY:

Students should refer to the definition of "academic dishonesty" in the Student Rights and Responsibilities.

Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, **up to and including expulsion from the course. This will apply to any and all parties.**

GUIDELINES RE GRADING:

ASSIGNMENTS: 100% completion of all assignments is expected, No extension will be given unless a valid reason is provided **in advance**.

TESTS: If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor **prior to the test or as soon is possible** and provide an explanation that is acceptable to the professor. In cases where the student has contacted the professor and the reason is not classified as an emergency, i.e., slept in, forgot, etc., the highest achievable grade is a "C". **MISSED TESTS WILL BE WRITTEN AT THE END OF THE SEMESTER. STUDENTS WILL NOT BE ALLOWED TO WRITE MORE THAN TWO MISSED TESTS. THERE WILL BE NO REWRITES OF INDIVIDUAL TESTS OR ASSIGNMENTS.** Where the student has not contacted the professor, the student will receive a mark of "0" on that test.

Tests may include any supplementary materials presented by the professor or guest speakers. It is the student's responsibility to take proper notes.

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FINAL GRADE:

Students will be evaluated on the following basis:

Test 1 - Chapters 1, 3 & 5	20%
Test 2 - Chapters 2, 4 & 6	20%
Test 3 - Chapters 7, 8 & 9	20%
Resume Project	20%
Assignments	10%
Attendance	<u>10%</u>
 TOTAL	 100%

FINAL GRADE REPORTING

A+	90% - 100%	Consistently Outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Satisfactory
R	Below 60%	Repeat - objectives have not been met
CR	Credit exemption	
X	A temporary grade, limited to extenuating circumstances, giving a student additional time to complete course requirements.	

NOTE: Students may be assigned a "Repeat grade early in the course for unsatisfactory performance.

VI. SPECIAL NOTES

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, ext. 493, 717, 491 so that support services can be arranged for you.

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.