



COURSE OUTLINE: ELD305 - WORK & PREPAREDNESS

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Course Code: Title	ELD305: WORK AND PREPAREDNESS
Program Number: Name	1229: E-LEARNING DES & DEV
Department:	GENERAL ARTS & SCIENCE
Academic Year:	2024-2025
Course Description:	In this course, learners will explore the essential aspects of work readiness and preparedness within this industry, but more importantly, within Canadian businesses. Learners will discover how to effectively create a cover letter and application in preparation for their fourth term of either an internship or paid co-op. Learners will explore the dynamics of working in teams and how to successfully work in a team environment, including remote work. Additionally, learners will discover proper workplace etiquette, particularly how to conduct face-to-face and online meetings
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	ELD410, ELD420
Vocational Learning Outcomes (VLO's) addressed in this course:	<p>1229 - E-LEARNING DES & DEV</p> <p>VLO 9 Maintain ongoing personal and professional development to improve work performance in the field of e-learning development.</p>
Essential Employability Skills (EES) addressed in this course:	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
Please refer to program web page for a complete listing of program outcomes where applicable.	



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:

Learners within this Post-Graduate program must maintain a cumulative program average of 63% or higher to be eligible for co-op or field placement.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Describe the essential aspects of work readiness and preparedness as it pertains to the eLearning industry.	1.1 Define work readiness and preparedness as it relates to the eLearning industry 1.2 Identify the different aspects that are critical to job readiness within this sector 1.3 Discuss what skill sets and competencies are needed to be fully prepared for the eLearning sector 1.4 Discuss the skill sets, competencies, and education that is essential to include on a resume and cover letter for the eLearning sector.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Research the Canadian labour market as it relates to eLearning training and development job opportunities	2.1 Recognize the job market within Canada as it pertains to the eLearning industry 2.2 Discuss Canada's job market for eLearning opportunities and what is needed to be successful within this sector 2.3 Review the different job postings within Canada that is looking to hire eLearning designers and developers
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Use eLearning job postings to draft what is required and needed for effective cover letters and resumes for the eLearning industry.	3.1 Recognize the different components that are included within an eLearning job posting to effectively tailor a cover letter and resume to match the postings requirements 3.2 Review eLearning job postings to determine common skill sets and competencies required for this sector. 3.3 Practice drafting a cover letter and resume to the skill requirements outlined in an eLearning job posting
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Analyze the components of a cover letter and resume to ensure they are tailored to the needs of a job posting.	4.1 Recognize what is included in a resume and a cover letter and how they are used to secure opportunities within the eLearning sector in Canada 4.2 Discuss the importance of having a professional resume and cover letter for the eLearning sector in Canada and what is needed to ensure these two documents appear professional 4.3 Choose an appropriate cover letter and resume style and



	<p>template that is appropriate and professional for this sector</p> <p>4.4 Distinguish the different parts that should be included in a professional cover letter and resume for the eLearning sector</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Select the skills, experiences, education, and qualifications that will be included in a professional cover letter and resume for the eLearning sector	<p>5.1 Identify the skills, experiences, education, and qualifications that will be included in a professional cover letter and resume</p> <p>5.2 Discuss the skills, experiences, education, and qualifications that make up an effective eLearning designer and how to include this in a professional cover letter and resume</p> <p>5.3 Use eLearning job postings to support the development and selection of key skills, experiences, education, and qualifications needed for this sector and professional cover letters and resumes</p> <p>5.4 Organize how a cover letter and resume should be structured to apply for eLearning opportunities within Canada</p> <p>5.5 Review that the skills, experiences, education, and qualifications align well with the eLearning industry</p>
Course Outcome 6	Learning Objectives for Course Outcome 6
6. Create a professional cover letter and resume that can be used to apply to specific eLearning job postings in Canada.	<p>6.1 Use templates to support the development of a professional cover letter and resume for the eLearning industry</p> <p>6.2 Organize the cover letter and resume in a manner that is professional and meets the needs of employers within this industry</p> <p>6.3 Review examples of professional resumes and cover letters to support the development of a professional resume and cover letter</p> <p>6.4 Design a cover letter and resume that is tailored to a specific eLearning job posting in Canada</p>
Course Outcome 7	Learning Objectives for Course Outcome 7
7. Prepare for professional interviews within the eLearning industry in Canada.	<p>7.1 Identify what an interview is and how they are conducted within Canadian businesses</p> <p>7.2 Discuss what is needed to prepare for a professional interview within the eLearning sector</p> <p>7.3 Use common interview questions to prepare appropriate responses that adequately answer these questions</p> <p>7.4 Examine the key points that employers want to hear in common interview questions</p> <p>7.5 Select ten interview questions that will be used for preparing for a professional interview within the eLearning industry in Canada</p>

7.6 Develop professional responses for each interview question that has been selected for the eLearning sector

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
13 Online Learning Discussions @ 2% each (CLOs 1-7)	26%
Application Learning Exercise 1: Job Posting (CLO 3)	5%
Application Learning Exercise 2: Practice Cover Letter/Resume (CLO 3)	5%
Application Learning Exercise 3: Structure Cover Letter/Resume (CLO 5)	10%
Application Learning Exercise 4: Review Skills (CLO 5)	4%
Creation-Based Learning: Cover Letter and Resume Creation (CLO 6)	30%
Creation-Based Learning: Prepare Interview Responses (CLO 7)	10%
Five Quizzes @ 2% each (CLOs 107)	10%

Date:

August 6, 2024

Addendum:

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

