COURSE OUTLINE: CICE111 - WORKPLACE SKILLS

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Course Code: Title	CICE111: SKILLS FOR WORKPLACE AND WELLBEING
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Academic Year:	2025-2026
Course Description:	In this course, students will strengthen personal and interpersonal skills to empower learning, employment, and a self-determined life. Through simulation, reflection, and interactive coursework, students will examine professionalism, develop communication, critical thinking and problem solving skills, and build capacity for resiliency in the face of change.
Total Credits:	1
Hours/Week:	1
Total Hours:	14
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:	CICE102, CICE112
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**1120 - COMMUNITY INTEGRATN** VLO 1 Integrate fully in academic, social and community activities. VLO 2 Develop and apply transferrable learning strategies to promote self-determination, life satisfaction, and lifelong learning. VLO 3 Develop academic and employment skills related to the workplace and specified area of study. VLO 4 Apply interpersonal and communication skills to build relationships with community supports, resources, and prospective employers. VLO 5 Further develop confidence, self-awareness, and self-advocacy skills related to independence, employment, and personal well-being. VLO 6 Engage in strengths-based, individualized goal setting related to self-determination and independence, both personally and professionally.
Essential Employability Skills (EES) addressed in this course:	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. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems.

	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	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%, A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Students will enhance personal and interpersonal skills by identifying and applying the concepts related to personal hygiene, relationships and teamwork, motivation, and self-management skills through reflection, goal-setting, strategic planning, and applying various tools and strategies.	1.1 Understand transferrable skills and identify strengths and opportunities for growth. 1.2 Understand the importance of good hygiene and grooming practices. 1.3 Explore features of personal and professional relationships, and networking. 1.4 Explain the benefits and challenges of teamwork and key characteristics of effective teams. 1.5 Apply motivational strategies such as value identification, goal-setting, habit formation, and self-reward systems to enhance personal productivity and resilience. 1.6 Create a personalized plan to maintain motivation and cope with setbacks.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Students will develop and apply self-care strategies that support holistic well-being by recognizing personal needs, managing stress, maintaining healthy routines, and building resilience through reflection, planning, and consistent practice	2.1 Identify and explain the key components of self-care, including physical, emotional, mental, spiritual, social, and environmental well-being, and describe their impact on overall health. 2.2 Create a personalized self-care plan, incorporating daily routines, rest, nutrition, social activities, and stress reduction. 2.3 Recognize signs of burnout and stress, and apply appropriate self-regulation and stress management techniques such as mindfulness and gratitude. 2.4 Evaluate personal habits and lifestyle choices, and reflect on ways to support long-term health and wellness. 2.5 Develop strategies to maintain motivation and consistency in self-care practices, including goal-setting, habit tracking, and seeking support from personal networks. 2.6 Critically examine the term digital wellness and explore screen time management, social media use and digital boundaries and identify strategies to maintain balance in these areas. 2.7 Recognize when to seek external support for mental health

Course Outcome 3	Learning Objectives for Course Outcome 3
Students will develop professional skills essential for workplace success by demonstrating accountability, effective customer service, a positive attitude, and the ability to collaborate and problem-solve in team settings.	3.1 Students will explore accountability, why it`s challenging and important, and demonstrate strategies for improving accountability. 3.2 Students will identify and demonstrate key aspects of effective customer service in preparation for field placement and employment. 3.3 Students will understand the importance of a positive attitude in field placement and the workplace and identify the features of a positive attitude through actions, tone and body language. 3.4 Students will identify strategies to work through the challenges to presenting a positive attitude. 3.5 Students will collaborate effectively in a team to solve a complex problem.
Course Outcome 4	Learning Objectives for Course Outcome 4
Students will demonstrate effective professional communication by interpreting social cues, adapting their communication style to various contexts, and applying clear, appropriate verbal and written skills, including digital etiquette	4.1 Students will identify and interpret social cues, such as body language, tone of voice, facial expressions, and personal space, and explain why they are important. 4.2 Students will identify their own communication style and preferences, as well as how to adapt them to different situations and audiences. 4.3 Students will demonstrate effective verbal and written communication skills appropriate to professional settings, including email etiquette, tone and clarity.
Course Outcome 5	Learning Objectives for Course Outcome 5
Students will develop practical financial and time management skills through structured problem-solving, creating and analyzing budgets, making informed decisions, and using tools and strategies to plan, prioritize, and reflect on their personal and goals and responsibilities.	5.1 Students will apply a structured problem solving framework to identify financial challenges, set goals, explore strategies, and evaluate outcomes in a real-life scenario. 5.2 Students will create and analyze a monthly budget, allocate resources effectively and make informed financial decisions. 5.3 Students will critically reflect on choices made during the budgeting process, and identify how their decisions align with their financial goals and values. 5.4 Students will apply time management strategies to prioritize tasks and meet deadlines effectively. 5.5 Students will apply time management strategies and tools to plan and prioritize tasks, identify common distractions, and develop awareness of time-to-completion for common tasks. 5.6 Students will demonstrate the ability to break down complex assignments into manageable components, estimate realistic timeframes for task completion, and utilize tools and techniques to monitor and adjust their schedules.

and wellness, and identify available resources and support systems.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight

	Customer Service Training	10%
	Motivational Strategies	20%
	Reflective Learning Journal	25%
	Self-Care Plan	25%
	Team Problem Solving Challenge	20%

| **Date:** | May 29, 2025 |
| **Addendum:** | Please refer to the course outline addendum on the Learning Management System for further information. |