



COURSE OUTLINE: SCM106 - CAREER PREP

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Approved: Bob Chapman - Dean

Course Code: Title	SCM106: EMPLOYMENT AND CAREER PREPAREDNESS
Program Number: Name	2184: SUP CHAIN MGT-EMERG
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2025-2026
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:	4
Hours/Week:	3
Total Hours:	42
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:	2184 - SUP CHAIN MGT-EMERG
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 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 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.

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
Plan for your future career with a focus on a successful job search.	1.1 Review the steps to career preparation and planning. 1.2 Be able to create SMART goals. 1.3 Explore the different career stages. 1.4 Exhibit professionalism and understand workplace skills and ethics.
Course Outcome 2	Learning Objectives for Course Outcome 2
Create a professional resume and cover letter.	2.1 Create a personal brand statement and commercial. 2.2 Articulate 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 Practice verbal and non-verbal communication.
Course Outcome 3	Learning Objectives for Course Outcome 3
Able to successfully market your skills and experiences 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 Illustrate active listening, and be able to provide feedback.
Course Outcome 4	Learning Objectives for Course Outcome 4
Create a career plan including life-long learning.	4.1 Create effective strategies for time management and stress management. 4.2 Demonstrate how to protect 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%
Participation/Reflection	10%



Resume, cover letter and personal branding | 40%

Date: August 19, 2025

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