



CAMOSUN COLLEGE

School:	Access
Department:	CLP
Course Abbr:	BEST
Number:	041-045
Section # & title:	S25
Term & Year:	Winter 2012

COURSE OUTLINE

The calendar description is available on the web @ _____

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

INSTRUCTOR INFORMATION

Instructor:	Viki Prescott		
Office hours:			
Location:	Esqimalt First Nation		
Phone:		Alternative:	250-381-7861
E-mail:	prescottv@camosun.bc.ca		
Website:			

INTENDED LEARNING OUTCOMES

(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)

Required Materials:

Text:	
Other:	

Course Content and Schedule:

(Could include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lecture, labs, seminars, practicum, etc)

COURSE CONTENT & TOPICS TO BE EXPLORED

B.E.S.T. is comprised of five key components which will be explored throughout the program. They include:

"A career is a journey, not a destination."
~ Ben Sweetland

1. Tune into yourself & explore your career interests

Who Are You? Where are you going? Who is walking with you?

The process of finding fulfilling and meaningful work does not start with a resume or looking at want ads or job postings. It starts by looking inside yourself—your hopes, dreams, interests and abilities by:

- Revisiting skills, abilities and interests
- Being attuned to values and beliefs
- Analyzing Temperament and behavior traits

"Who am I?" and "What do I want now?" and "Who are my supporters?" Clarity is the goal.

This module includes using Assessment Tools

- Jackson Vocational Interest Survey (JVIS)
- Myers Briggs Type Indicator
- True Colours Personality Test
- Gregorc Learning Style Inventory
- Academic Assessments—math and English
- Web based assessment tools (for example, Career Cruising)
- Guiding Circles: An Aboriginal guide to finding career paths

"The past is a foreign country; they do things differently there."

~ L.P. Hartley

2. Essential Employability Skills

These skills are also known as career survival skills, but they are also skills needed for everyday living. There is a critical element to success in any work environment and that means moving from being task oriented to being people oriented. While competent technical skills are expected, what companies really want are the so-called 'soft' skills—leadership, communication, and collaboration. Workers have to get along well with others; this requires skills that are not always easy to master. Don't be fooled by the word 'soft'! Mastery of these skills will ensure your success in coping with life challenges and decisions.

- Teamwork skills—adaptability, responsibility, flexibility
- Leadership skills—work with others
- Critical Thinking and Problem Solving skills
- Listening Skills (nearly a lost art)
- Interpersonal Skills
- Assertiveness Skills
- Conflict Management Skills
- Awareness of Self and Others
- Positive Attitudes
- Self Esteem
- Goal Setting—personal, career, and/or educational goals
- Understanding the dynamics of change
- Utilizing community and college resources and supports

“In times of drastic change, it is the learners who inherit the future.
The learned usually find themselves equipped to live in a world that no longer exists.”
~ Eric Hoffer

3. Life Long Learning & Academics

Think of managing change and learning as an adventure. It tests your skills and abilities. It brings forth talent that may have been dormant. Life long learning is about shaping a new way of life. To do that you must embrace change and accept responsibility for making changes happen.

In a world that is constantly changing, there is no one subject or set of subjects that will prepare you for the foreseeable future, let alone for the rest of your life. The most important skill to acquire now is learning how to learn. And then, keep on learning for life.

The area of skills upgrading and life long learning are becoming common themes in workplaces because change occurs rapidly in a “knowledge” economy.

- Learning in general; Reflection in learning
- Multiple Intelligences—What is Smart?
- Assess current level of education & learning potential
- Refresh math and English basics
- Study Skills—intro to Learning Skills Centre
- Demystify the College process
- Learning Styles
- Intro to college programs and their requirements

“If you don’t know where you are going, it doesn’t matter
what road you take.” ~ Lewis Carroll

4. Innovative Work Search Strategies

Once all the planning and perhaps the training has been done with respect to a possible career/work goal, one major task remains, finding work or a position in your occupation. You can begin to develop the skills needed to convince an employer to hire you.

- Resume Writing
- Portfolio Development
- Networking; Informational Interviews
- Volunteering as an opportunity to build connections & experience
- Hidden Work/Job Market
- Labour Market Trends
- Action Planning/Goal Setting
- Build a Clear Plan of Action to Reach Goals
- Celebrate Successes

Welcome to a Festival of Information!
Welcome To BEST!

Basis of Student Assessment (Weighting):

(Should be directly linked to learning outcomes)

Assignments:	
Quizzes:	
Exams:	
Other	Upon completion of this B.E.S.T. course, you will receive a special certificate acknowledging your hard work. Your attendance and participation will determine completion of the course. Missing more than six classes altogether or having more than three days of unexcused class absences will result in an incomplete and therefore, you will not be eligible for the certificate. Unexcused class absences are defined as being absent from class without a valid reason and without notifying the instructor or instructional assistant. IF YOU WILL BE ABSENT OR LATE, PLEASE CALL THE BAND OFFICE AND LEAVE A MESSAGE FOR SANDRA OR VIKI.
	(e.g. Project, Attendance, Group Work)

Grading System:

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

<input type="checkbox"/>	Standard Grading System (GPA)
<input checked="" type="checkbox"/>	Competency Based Grading System

Recommended materials or services to assist students to succeed throughout the course:

Given that there will be approximately 18 students in the class, it is important that class members feel they can share their experiences, thoughts and feelings in a supportive and non-judgmental environment. Having respect and consideration for fellow students, staff and guest speakers can go a long way in providing such an environment.

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section at <http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>

GRADING SYSTEMS

<http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

%	Grade	Description	GPE
90-100\	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

TEMPORARY GRADES

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at: <http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

I - Incomplete: *A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.*

IP - In progress: *A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.*

CW - Compulsory Withdrawal: *A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.*