



CAMOSUN COLLEGE
School of Access
Academic and Career Foundations

BEST: Building Employment Success for Tomorrow
BEST 041-X03 – Career Exploration
Fall 2012, September 5 to Dec. 5, 2012

COURSE OUTLINE

The calendar description is available on the web @ _____

Ω 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.

1. Instructor Information

(a) Instructor	Viki Prescott
(b) Office hours	Wednesdays, 12:30 – 1:00 pm & 3:50 – 4:20 pm
(c) Location	CBA149
(d) Phone	250-370-3973 (voice mail only) Alternative: _____
(e) E-mail	prescottv@camosun.bc.ca
(f) Website	_____

2. 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.)

- Analyze the results of the assessment tools to assess his/her present interests, skills, attitudes and temperament with regard to choosing a career or a work direction
- Discover, practice and enhance the essential skills (soft skills) needed in today's workplace and needed in most daily activities
- Assess own interactive and teamwork behaviours in group situations
- Research and determine how to be successful in the 21st Century world of work
- Embrace the concept of **lifelong learning**
- Be informed about and be able to list the college and community supports and resources which guide students to success

- Understand the process of change and develop strategies that help reduce the anxiety inherent in change of any sort
- Establish and write **realistic** personal, career, learning goals (long term and short term goals) based on content of BEST 041 (**a Personal Learning Plan**)

3. Required Materials

(a) Texts

(b) **Other:** School supplies—binder, paper, pen, pencil, highlighter, flash drive

4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc.)

Class Hours: Wednesday 1:00 to 3:50pm

5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

(a) Assignments

(b) Quizzes

(c) Exams

(d) **Other:** Attendance, punctuality, participation

6. 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.)

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

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.bc.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.

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

A. 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)

Percentage	Grade	Description	Grade Point Equivalency
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.

B. 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://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> 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	<i>In progress:</i> 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	<i>Compulsory Withdrawal:</i> 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.