



**CAMOSUN COLLEGE**  
**School of Access**  
**Academic & Career Foundations**

**BEST**  
**Building Employment Success for Tomorrow**  
**BEST 043 X01 (Essential Employability Skills)**  
**Winter 2017(January 9 – March 3)**

**COURSE OUTLINE**

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⚡ 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.

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**1. Instructor Information**

(a) Instructor	Diane Gilliland & Richard Zajchowski
(b) Office hours	Tue-Thurs 3-4
(c) Location	Room 157 & Room 110
(d) Phone	250.370.4048 250-370-4915 <b>Alternative:</b>
(e) E-mail	<a href="mailto:gillilandd@camosun.bc.ca">gillilandd@camosun.bc.ca</a> zackr@camosun.bc.ca
(f) Website	

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**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.)*

- 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
- Embrace the concept of **lifelong learning**
- Have connected with various people in the community and the college and complete at least three informational interviews for the purpose of expanding knowledge of occupations to either plan or solidify career choices
- Be informed about and be able to list the college and community supports and resources which guide students to success
- Establish and write **realistic** personal, career, learning goals (long term and short term goals) based on content of the BEST program (**a Personal Learning Plan**)
- Complete an up-to-date resume and begin creating a Career Portfolio

**3. Required Materials**

School supplies—large 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:** Tuesday to Thursday 9am-3pm; Friday 9am-noon

#### 5. Basis of Student Assessment (Weighting)

(Should be directly linked to learning outcomes.)

(a) Assignments: completion of a variety of career assessments and career research assignments, as well as active participation in in-class exercises

(b) **Other:** Student evaluation based on: 1) Attendance, 2) punctuality, 3) 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

### 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
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## 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.