



## SCHOOL OF ACCESS

EMPLOYMENT TRAINING AND PREPARATION

# COURSE OUTLINE

*ETP 038 DIRECTED STUDIES - WINTER 2019*

**Class Times:** Monday 10:00-12:00; Wednesday 10:00 – 3:00

**Instructor:** Mark Fournier

**Office:** Interurban Campus, Portable A, Room 102A

**Office Hours:** Monday, Tuesday, Wednesday and Thursday 8:30-9:30, 12:30-12:00; & 3:00-4:00  
Friday by appointment.

**Telephone:** 250 370-3839

**Email:** [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

## COURSE PURPOSE

The purpose of this course is to help students improve employability by developing and practicing essential skills as well as exploring areas of personal interest relating to employment.

## COURSE OUTCOMES

By the end of this course, students will be able to:

- List different ways of presenting information
- Identify areas of personal interest
- Describe skills and characteristics important for employment
- Identify relevant learning objectives
- Make plans to achieve learning objectives
- Find relevant, useful and reliable information
- Create a presentation
- Present information and original work
- Assess progress in employability

## ATTENDANCE

As a reflection of workplace standards, students are expected to arrive on time to all classes and labs ready to learn. Students are expected to provide sufficient notice for all absences and late arrivals. Please note that two late arrivals will be recorded as one absence. Students are expected to minimize any disruption if arriving late or leaving early.