



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

**BEST**  
**Building Employment Success for Tomorrow**  
**BEST 043 DX01 (Essential Employability Skills)**  
**Winter 2021 (January 11 – March 5)**  
**COURSE OUTLINE**

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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.

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### 1. Instructor Information

(a) Instructor	Diane Gilliland & Val Neaves	
(b) Office hours	Tue-Thurs 3-4	
(c) Location	Online	
(d) Phone	250.370.4048	Alternative: 250.370.3847
(e) E-mail	<a href="mailto:gillilandd@camosun.bc.ca">gillilandd@camosun.bc.ca</a> neavesv@camosun.bc.ca	
(f) Website	D2L	

### 2. Short Description

Mastery of skills such as leadership, teamwork, communication, creative problem solving will ensure success in coping with life challenges and decisions. The Essential Employability Skills are the skills valued in today's workplace.

Check the box below if university transfer status via BCCAT is intended and should be included in the Calendar Description:

"To find out where this course transfers, check the BC Transfer Guide at <http://bctransferguide.ca>"

### 3. 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.)*

Upon successful completion of this course a student will be able to:

- demonstrate knowledge of the essential employability skills needed in today's workplace and needed in most daily activities
- practice active listening skills in a variety of situations
- assess own interactive and teamwork behaviours in group situations
- demonstrate self awareness of personal qualities, values, interests and abilities
- verify that self esteem is a life long journey
- apply critical thinking skills
- research and use various styles of conflict management
- clarify the definition of assertiveness and implement successful assertiveness strategies
- identify methods of developing positive relationships including effective communication
- investigate and utilize college and community supports and services

### 4. Required Materials

School supplies—large binder, paper, pen, pencil, highlighter, flash drive

## 5. 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

## 6. 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

## 7. 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

## 8. 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>

## 9. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar

with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

## 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	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the "I" grade being assigned. Appears on the transcript

IP	In Progress: A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript
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