



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – FALL 2013**

**VS 150 EMPLOYMENT TRAINING I – 5.0(6-0-0) 96 HOURS**

**INSTRUCTOR:** Wendy Biegel                      **PHONE:** 780-835-6679  
**OFFICE:**                      FPS 112                      **E-MAIL:** wbiegel@gprc.ab.ca

**OFFICE HOURS:** Monday/Tuesday 4:00 pm to 5:00 pm  
Wednesday/Thursday/Friday 1:00 pm to 5:00 pm

**PREREQUISITE(S)/COREQUISITE:** N/A

**REQUIRED TEXT/RESOURCE MATERIALS:**

Handouts for course material will be provided. You will also need: a 2” binder, loose leaf paper, pen/pencil, and a basic calculator.

**CALENDAR DESCRIPTION:**

This course prepares the student for entry into the competitive job market and development of basic work skills. Topics include work relationships and identification of positive work habits. Students will take work certification courses including First Aid, Job Safety, and WHMIS.

**CREDIT/CONTACT HOURS:**

VS 150 is a 5.0 credit course including 6 hours of class each week.

**DELIVERY MODE(S):**

VS 150 is a lecture/discussion based course. There will be projects and assignments that need to be completed in the evenings with input from the student’s evening program instructor and/or roommates. Students may be required to attend activities or workshops that deal with VS 150 topics in the evening or on weekends. Students will be given as much advance notice as possible when evening or weekend activities come up.

**OBJECTIVES (OPTIONAL):**

1. Students will identify work place communication and job retention strategies for use in their VS 155 Work Experience Placement I.
2. Students will learn how to conduct self evaluations and plan for improvement.
3. Students will participate in a WHMIS certificate course.
4. Students will participate in a Job Safety Society for Personal Safety Management certificate course.
5. Students will identify basic rules for formal meetings.

**TRANSFERABILITY:**

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**GRADING CRITERIA:**

Your final VS 150 mark will be based on your academic performance and on how independently you demonstrate community living skills as listed below.

<b>Evaluation:</b>	Academic Performance	.....	25%
	30% projects & assignments		
	30% quizzes & unit tests		
	40% final exams		

Employability Skills	.....	25%
Punctuality		
Attendance		
Works on their Own		
Works with a Team		
Safety Awareness		
Stays on Task		
Workmanship		
Learns/Follows Routines		
Appropriate Breaks		
Workplace Communication Skills	.....	25%
Workplace Communications		
Personal Hygiene		
Understand & Follows Directions		
Appropriate Dress		
Completes Documentation		
Career Planning Skills	.....	25%
Career Goals		
Job Search Techniques		

Percentage grades for academic performance will be converted to a letter grade using the Grading Conversion Chart below. Practical skills will be assessed using the following descriptions.

- A Student uses the skill or task consistently without assistance at an excellent level.
- B Student uses the skill or task without assistance and rarely needs reminders.
- C Student uses the skill or task, but needs reminders or some help.
- D Student does not normally complete the skill or task without support.
- F Student is unable or unwilling to do the skill or task and will not accept support to complete task.

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**EVALUATIONS:**

The final exam will be on Tuesday, December 17<sup>th</sup>, from 9:00 am until 12:00 pm.

**STUDENT RESPONSIBILITIES:**

Students are expected to complete all assignments on time. If you need extra time or help completing course material it is your responsibility to meet the instructor who assigned the work as soon as possible.

Students are responsible for their own learning and for ensuring they do not interfere with the learning of others. If you have any difficulties or need help meeting any program expectations; please speak with one of your instructors as soon as you can.

We expect all students to strive to meet two basic expectations:

**Participation:** Students must have 100% attendance and punctuality for all program activities. This includes classes, work experience placement, evening program commitments, community involvement activities, and any appointments with program staff or others. If it becomes necessary for you to miss or come late to any activity students are expected to advise their instructor as soon as possible. If the instructor agrees the change is necessary and appropriate notice was given students will be treated as though they did attend.

**Respect:** Students are expected to conduct themselves respectfully in regards to classmates, instructors, college staff, coworkers and supervisors at their work experience placement, community members, and themselves. This includes behaving in a manner that does not distract students involved in any program activity. Examples include: no cell phones at any class activity, being on time for class or other activities.

#### **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

#### **COURSE SCHEDULE/TENTATIVE TIMELINE:**

**Class Schedule:** Classes will be on Mondays and Tuesdays from 9:00 am until 12:00.

**Course Schedule:** Due dates for tests, quizzes, and assignments will be announced in class and be held during regular class periods.