

Course Outline: Discovering the Workplace

Teacher: Mary Beamer
Course Code: GLD2OX

Credit Value: 0.5
Prerequisite:

Course Description: This course provides students with opportunities to discover and develop the workplace essential skills and work habits required to be successfully employed. This course helps students make plans for continued learning and work.

Textbook: (Insert text if applicable)

Curriculum Strands:	Units of Study:
By the end of this course, students will identify and describe the workplace essential skills necessary for success in life, school, and work	Self-Assessment and Future Planning
By the end of this course, students will identify their interests, strengths, and needs, and describe how these influence their decisions about education and work;	Exploration of Values Personal Style, Personality (Myers-Briggs) Stress and Anger Management
By the end of this course, students will identify goals and develop plans for their learning in school, the community, and the workplace	Goal Setting

Assessment & Evaluation:

Term Work:	70%	Final Summative:	30%
Assignments	= 25%	Summative Project	= 30%
Inquiry/Presentations	= 20%		
Tests/Quizzes	= 25%		

Within each Curriculum Strand, the following Achievement Chart Categories will be used for individual evaluations: Knowledge/Understanding, Thinking/Inquiry, Communication, Application

Learning Skills and Work Habits: The following Learning Skills and Work Habits are evaluated regularly using a scale of Excellent, Good, Satisfactory or Needs Improvement:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

Growing Success: Students will be assessed through a combination of conversation, observation, and product. Success criteria, exemplars and ongoing descriptive feedback will be used to support student learning. Assessment will be varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning. The final grade should reflect the student’s most consistent level of achievement, with special consideration given to more recent evidence. (*Growing Success, 2010*)

Teaching Strategies: A variety of teaching and learning strategies will be incorporated throughout the course.