



Professional Skills – AUST 205 Autonomous Systems Technician Program

Course Outline

COURSE IMPLEMENTATION DATE: September 2020
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

The focus of this course is to enable students to develop skills related to employability. Topics and skills covered include job search strategies, resume writing, interview skills. Students also review professional letter and report writing as well as how to communicate effectively in a workplace environment. Workplace safety, ethical workplace conduct as well as skills on team building are also covered.

Program Information: This course is required for successful completion of the Autonomous Systems Technician Diploma program.

Delivery: This course is delivered face to face.

COTR Credits: 2

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	30
Seminars / Tutorials	
Laboratory / Studio Hours	30
Practicum / Field Experience	
Other Contact Hours	
Total	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	
Formal Work Experience	
Other	
Total	N/A

Course Outline Author or Contact:

Joy Brown, BEd

Signature

APPROVAL SIGNATURES:

Department Head
Joy Brown
E-mail: jbrown3@cotr.bc.ca

Dean of Trades and Technology
Dr. Jack Moes
E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: None

Corequisites: N/A

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Resources for this course may vary.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- create cover letter, resume, and job reference documents;
 - demonstrate effective job interview strategies and techniques;
 - create professional letters and service records and reports;
 - communicate effectively in a business environment, including telephone and email etiquette;
 - describe appropriate workplace conducts and appearance;
 - discuss professional ethics and protection of privacy;
 - demonstrate workplace safety skills;
 - demonstrate effective customer relations skills;
 - demonstrate conflict resolution skills;
 - explain how to effectively utilize teams to improve production, service, and morale; and
 - explain how a supervisor supports and achieves company goals.
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COURSE TOPICS:

- Resume writing
- Employability skills
- Workplace conduct
- Workplace safety
- Conflict resolution
- Working as a team

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% of Total Grade
Resume/Cover Letter	25%
Interpersonal Communication Activities	25%
Interview Skills	25%
Assignments: Workplace Conduct and Safety	<u>25%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.

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