



CTR 1010

CTR 1010 is offered as an **individualized learning** course at the Learning Centres. The teacher is accessible for support via email or by booking an appointment (phone, virtual meeting, in person) during our hours of operation. Before you ask for help on the assignment, be sure to review all available resources including the practice problems on the course Google Site.

Students will complete the course by working lessons and content provided in Google Classroom. Students require their unique @edu.sturgeon.ab.ca account for course completion.

There is no prerequisite for this course.

Course Outcomes

Students gain the attitudes, knowledge and skills appropriate for conducting successful employment searches.

The course material is presented in this module booklet, which is available as a text based resource or online through Google Classroom. Students wishing to access materials through Google Classroom will be provided with instructions on how to access the course content when they register.

Outcomes:

1. Job Search Strategies
2. Application Forms
3. Cover Letters
4. Resumes
5. Interviews
6. Employment Environment
7. WHMIS
8. Employment Standards
9. Worker's Compensation



Evaluation

Assessment Component	Overall Weighting
Assignments	100%

Marks can be viewed on PowerSchool.

Additional Information and Expectations

All students and staff are expected to treat each other with respect. Plagiarism will not be tolerated. For more information, please refer to our website: www.sturgeonlearning.ca.

