**Course Description**

In today’s culture of work, every employee needs to be knowledgeable about current trends and issues in the workplace. Students explore emerging issues facing employees in today’s technology-driven workplace and investigate the realities of social networking, diversity in the workplace, and work mobility.

**General Education Theme Area(s)**

This is a General Education course that supports learning in the following theme area(s): Social and Cultural Understanding

**Relationship to Essential Employability Skills**

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- **EES 1** Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (A,)
- **EES 2** Respond to written, spoken or visual messages in a manner that ensures effective communication. (A,)
- **EES 6** Locate, select, organize and document information using appropriate technology and information systems. (A,)
- **EES 7** Analyze, evaluate and apply relevant information from a variety of sources. (A,)
- **EES 8** Show respect for diverse opinions, values, belief systems and contributions of others. (A,)
- **EES 10** Manage the use of time and other resources to complete projects. (A,)
Course Learning Requirements/Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

1.) **Identify and discuss the factors that impact workplace corporate culture.**
   - Identify traditional and non-traditional organizational structures.
   - Describe the impact of technology and globalization on the workplace.
   - Explore the meaning of workplace culture and discuss how it is created and/or changed.
   - Describe union and non-unionized work environments by listing their respective benefits and challenges.
   - Discuss the impact of small business as a leading sector in the economy on the workplace.

2.) **Discuss the role of sustainability in today’s workplace.**
   - Describe the social issues of today’s workforce and its social issues; such as social media, lifelong learning, holistic leadership and sustainable innovation.
   - Explain the relevancy of corporate social responsibility in today’s workplace.

3.) **Explore current issues being faced by businesses and the emerging issues they will be challenged with in the future.**
   - Describe issues regarding control of information, including security and privacy.
   - Explain the influences of demographic factors on the social, cultural and economic diversity in the Canadian workplace.
   - Discuss the various aspects of a 24/7 business culture and its effect on the workplace.

Evaluation/Earning Credit

The following list provides evidence of this course’s learning achievements and the outcomes they validate:

Discussion Forum (30%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, EES 1, EES 2, EES 6, EES 8, EES 10

Evaluation Assignment(s) (50%)

Validates Outcomes: CLR 1, CLR 3, EES 1, EES 2, EES 6, EES 7, EES 8, EES 10

Quiz(zes)/Test(s) (20%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, EES 10
Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

Learning Resources

Brightspace
Online resources (websites, blogs, videos etc.)
Journal articles

Learning Activities

Online readings and videos
Online discussions
Internet research

Prior Learning Assessment and Recognition

Students who wish to apply for prior learning assessment and recognition (PLAR) need to demonstrate competency at a post-secondary level in all of the course learning requirements outlined above. Evidence of learning achievement for PLAR candidates includes:
• Challenge Exam

Grade Scheme

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Mark Equivalent</th>
<th>Numeric Value</th>
<th>Final Grade</th>
<th>Mark Equivalent</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90% - 100%</td>
<td>4.0</td>
<td>A</td>
<td>85% - 89%</td>
<td>3.8</td>
</tr>
<tr>
<td>A-</td>
<td>80% - 84%</td>
<td>3.6</td>
<td>B+</td>
<td>77% - 79%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>73% - 76%</td>
<td>3.0</td>
<td>B-</td>
<td>70% - 72%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>67% - 69%</td>
<td>2.3</td>
<td>C</td>
<td>63% - 66%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>60% - 62%</td>
<td>1.7</td>
<td>D+</td>
<td>57% - 59%</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>53% - 56%</td>
<td>1.2</td>
<td>D-</td>
<td>50% - 52%</td>
<td>1.0</td>
</tr>
</tbody>
</table>
Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

Student Academic Responsibilities

It is the student's responsibility to ensure they are familiar with the following policies:

- It is the student's responsibility to remain on schedule (as provided in the course syllabus/learning schedule) and to complete all discussion board posts, assignments/reports, and quizzes on (or before) their respective due dates.
- This course is an online course that requires a high degree of interaction between classmates through the use of discussion boards. All communications between yourself, your classmates, and your professor will be conducted in a respectful manner. Derogatory comments and abusive language will not be tolerated.

Late assignments: All discussion board activities, reports and assignments (hereafter collectively referred to as "assignments") are due on their respective due dates. Students should refer to the course syllabus/study schedule for due dates. Any assignment worth four percent (4%) or less of the final course mark will receive a zero mark if submitted late. Assignments that are worth more than four percent (4%) will be penalized 10% per calendar day, up to five days late. Assignments that are six days or more overdue will be given a grade of 0 (zero).

Exceptional circumstances: As per College policies and directives, "students are expected to anticipate their need for special allowances, and enter into discussion and make necessary arrangements with the appropriate faculty member (or other academic officer) in advance of the situation. In all cases, special allowances are subject to negotiation and agreement between the faculty member and the student concerned". They may be defined as unforeseeable, unpreventable events such as personal illness, serious illness of a close family member, motor vehicle accident, or other emergency. Appropriate documentation may be required.

Requests for retroactive accommodation due to exceptional circumstances will be considered on a case-by-case basis, in accordance with College Directive AC01 (Students with Disabilities) or AA21 (Deferred Evaluation).

Completing each assignment independently: Students are encouraged to help one another; however, assignments must be the original work of the student submitting it. Any student handing in work that has been copied, plagiarized
or not his/her own work will face academic discipline in accordance with the College’s policies on Plagiarism and
Academic Dishonesty. Any student allowing their work to be copied or plagiarized will also face academic discipline
in accordance with same policies. Ignorance or blind acquiescence of such practice or behavior will not be tolerated.
Consultation: If a student is having difficulty with any part of this course, it is his/her responsibility to seek help.
Please contact your course facilitator who is listed in your Brightspace course.

**College Related Information**

**Email**
Algonquin College provides all full-time students with an e-mail account. This is the address that will be used when
the College, your professoors, or your fellow students communicate important information about your program or
course events. It is your responsibility to ensure that you know how to send and receive e-mail using your Algonquin
account and to check it regularly.

**Students with Disabilities**
If you are a student with a disability, you are strongly encouraged to make an appointment at the Centre for
Accessible Learning to identify your needs. Ideally, this should be done within the first month of your program, so
that a Letter of Accommodation (LOA) can be provided to your professors. If you are a returning student, please
ensure that professors are given a copy of your LOA each semester.

**Retroactive Accommodations**
Students are expected to meet evaluation and completion deadlines as stated in course outline and course section
information documents. In circumstances where evaluation and/or completion deadlines are missed or student
performance has been affected by a temporary or permanent disability (including mental health), interim or
retroactive accommodations may be considered. In such instances, please consult your course faculty member. For
other situations where deferral of evaluations may be warranted, please refer to college policy AA21.

**Academic Integrity & Plagiarism**
Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin
College. Academic work submitted by a student is evaluated on the assumption that the work presented by the
student is his or her own, unless designated otherwise. For further details consult Algonquin College Policies AA18:
Academic Dishonesty and Discipline and AA20: Plagiarism

**Student Course Feedback**
It is Algonquin College’s policy to give students the opportunity to share their course experience by completing a
student course feedback survey for each course they take. For further details consult Algonquin College Policy
AA25: Student Course Feedback

**Use of Electronic Devices in Class**
With the proliferation of small, personal electronic devices used for communications and data storage, Algonquin
College believes there is a need to address their use during classes and examinations. During classes, the use of
such devices is disruptive and disrespectful to others. During examinations, the use of such devices may facilitate cheating. For further details consult Algonquin College Policy AA32: Use of Electronic Devices in Class

**Transfer of Credit**

It is the student’s responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.

_Note: It is the student’s responsibility to refer to the Algonquin College Policies website for the most current information at http://www.algonquincollege.com/policies/_

**Legend**

**Terms**
- ALO: Aboriginal Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLR: Course Learning Requirement
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

**Assessment Levels**
- T: Taught
- A: Assessed
- CP: Culminating Performance