



## COURSE OUTLINE: OAD103 - EMPLOYMENT STRATEGIE

Prepared: Minttu Kamula

Approved: Sherri Smith, Vice President, Academic, Innovation and Student Services

<b>Course Code: Title</b>	OAD103: EMPLOYMENT STRATEGIES
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Academic Year:</b>	2023-2024
<b>Course Description:</b>	Students will develop the tools needed to conduct a successful job search. Emphasis will be placed on identifying skill sets and personal goals and objectives, developing an effective functional resume and cover letter, preparing for an interview, and participating in a simulated interview.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	42
<b>Prerequisites:</b>	OAD106, OAD114, OAD123, OAD128, OAD129
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>This course is a pre-requisite for:</b>	OAD150
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b> VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 8 Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
<b>Essential Employability Skills (EES) addressed in this course:</b>	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. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
<b>Course Evaluation:</b>	Passing Grade: 50%, D



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	A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.																				
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	<p>Assignments may consist of but are not limited to the following: cover letter, thank-you letter, job application form, research assignment using the Internet, responses to prepared interview questions, participation in team interviews with classmates, preparing interviewing questions to ask an interview team, and networking.</p> <p>Participation in the Simulated Interview - Students must have completed all assignments in order to be eligible to participate in the simulated interviews.</p>																				
<b>Course Outcomes and Learning Objectives:</b>	<table> <tr> <td><b>Course Outcome 1</b></td><td><b>Learning Objectives for Course Outcome 1</b></td></tr> <tr> <td>Analyze individual strengths, values, and goals.</td><td> 1.1 Identify the steps involved in finding the right job.  1.2 Complete a self-evaluation of job skills and interests. </td></tr> <tr> <td><b>Course Outcome 2</b></td><td><b>Learning Objectives for Course Outcome 2</b></td></tr> <tr> <td>Apply techniques to conduct an effective job search, including preparation of a cover letter and follow-up letters.</td><td> 2.1 Establish a network of people to help you find a job.  2.2 Explain the importance of career fairs and other contact with employers.  2.3 Use the Internet to conduct a job search.  2.4 Create letters for gaining employment including a cover and thank-you letter. </td></tr> <tr> <td><b>Course Outcome 3</b></td><td><b>Learning Objectives for Course Outcome 3</b></td></tr> <tr> <td>Produce an effective resume and references list.</td><td> 3.1 List and categorize skills.  3.2 Create a functional resume.  3.3 Analyze job postings.  3.4 Match your resume to an employers needs.  3.5 Create a list of references. </td></tr> <tr> <td><b>Course Outcome 4</b></td><td><b>Learning Objectives for Course Outcome 4</b></td></tr> <tr> <td>Apply strategies for interview success.</td><td> 4.1 Identify types of interviews.  4.2 Prepare responses to interview questions often asked by employers.  4.3 Participate in a team interview with classmates.  4.4 Present a professional appearance and demeanor.  4.5 Prepare a list of questions interviewees can ask employers during an interview.  4.6 Describe types of tests employers use.  4.7 Perform duties in accordance with workplace rights and responsibilities, such as preparing to respond to illegal interview questions and answering interview questions honestly. </td></tr> <tr> <td><b>Course Outcome 5</b></td><td><b>Learning Objectives for Course Outcome 5</b></td></tr> <tr> <td>Prepare for and participate in a simulated interview.</td><td> 5.1 Prepare and submit a cover letter and resume in response to a simulated job posting by the deadline indicated in the job posting.  5.2 Conduct research related to job posting prior to the interview.  5.3 Prepare questions to be asked during the interview. </td></tr> </table>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>	Analyze individual strengths, values, and goals.	1.1 Identify the steps involved in finding the right job. 1.2 Complete a self-evaluation of job skills and interests.	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>	Apply techniques to conduct an effective job search, including preparation of a cover letter and follow-up letters.	2.1 Establish a network of people to help you find a job. 2.2 Explain the importance of career fairs and other contact with employers. 2.3 Use the Internet to conduct a job search. 2.4 Create letters for gaining employment including a cover and thank-you letter.	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>	Produce an effective resume and references list.	3.1 List and categorize skills. 3.2 Create a functional resume. 3.3 Analyze job postings. 3.4 Match your resume to an employers needs. 3.5 Create a list of references.	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>	Apply strategies for interview success.	4.1 Identify types of interviews. 4.2 Prepare responses to interview questions often asked by employers. 4.3 Participate in a team interview with classmates. 4.4 Present a professional appearance and demeanor. 4.5 Prepare a list of questions interviewees can ask employers during an interview. 4.6 Describe types of tests employers use. 4.7 Perform duties in accordance with workplace rights and responsibilities, such as preparing to respond to illegal interview questions and answering interview questions honestly.	<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>	Prepare for and participate in a simulated interview.	5.1 Prepare and submit a cover letter and resume in response to a simulated job posting by the deadline indicated in the job posting. 5.2 Conduct research related to job posting prior to the interview. 5.3 Prepare questions to be asked during the interview.
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		5.4 Attend a simulated job interview and debriefing session during out-of-class hours. 5.5 Prepare a report summarizing the simulated interview process. 5.6 Prepare and send a thank-you letter following participation in the simulated interview.								
	<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>								
	Identify and seek out professional development activities that lead to the enhancement of work performance and career opportunities.	6.1 Outline traits employers seek in employees. 6.2 Identify and manage the impact of personal image on the image of an organization. 6.3 Explore how to apply administrative concepts, such as supervision, motivation, and mentorship, to the day-to-day operation of the office environment. 6.4 Describe how to apply leadership skills to promote an organization’s vision and mission. 6.5 Act in accordance with relevant legislation, business standards, and codes of ethics related to the office administration field								
<b>Evaluation Process and Grading System:</b>	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th></tr><tr><td>Assignments</td><td>50%</td></tr><tr><td>Functional Resume</td><td>30%</td></tr><tr><td>Participation in Simulated Interview</td><td>20%</td></tr></table>		Evaluation Type	Evaluation Weight	Assignments	50%	Functional Resume	30%	Participation in Simulated Interview	20%
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<b>Date:</b>	June 23, 2023									
<b>Addendum:</b>	Please refer to the course outline addendum on the Learning Management System for further information.									