SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: EMPLOYMENT STRATEGIES

CODE NO. : OAD103   **SEMESTER:** TWO

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE/GENERAL

AUTHOR: JOAN MOORE

DATE: JAN. 2002   **PREVIOUS OUTLINE DATED:** JAN. 2001

APPROVED:

_____   _____
                                DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): NONE

HOURS/WEEK: 3 HRS/WEEK

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I.   COURSE DESCRIPTION:

Students will develop the tools needed to conduct a successful job search. Emphasis will be placed on performing a self-assessment to identify skill sets and personal goals and objectives; developing an effective resume; completing various job search documents (including job applications, cover letters, and other related forms of correspondence); and researching and preparing for an interview (including participation in a simulated interview).

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Analyze individual strengths, values and goals (5% of course content).

Potential Elements of the Performance:
- Identify the steps involved in finding the right job.
- Complete a self-evaluation of job skills and interests.

2.   Apply techniques to conduct an effective job search, including preparation of a cover letter and follow-up letters (25% of course content).

Potential Elements of the Performance:
- Establish a network of people to help you find a job.
- Explain the importance of career fairs and other contact with employers.
- Use the Internet to conduct job search.
- Create letters for gaining employment – cover, application, networking, prospecting, thank-you, and acceptance.
- Complete a job application.

3.   Produce an effective resume (40% of course content).

Potential Elements of the Performance:
- Create two resumes (functional, chronological/combination).
- List your skills and put them into categories.
- Label your skill sets.
- Analyze job ads (postings).
- Match your resume to an employer's needs.
- Create a list of references.

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4. Apply strategies for interview and employment success. (15% of course content).

   Potential Elements of the Performance:
   - Identify types of interviews.
   - Prepare responses to interview questions often asked by employers.
   - Prepare a list of questions interviewees can ask employers during an interview.
   - Describe types of tests employers use.
   - Describe fully traits employers seek in employees.

5. Prepare for, and participate in, a simulated interview. (15% of course content).

   - Prepare and submit a cover letter/envelope and resume in response to a simulated job posting by the deadline indicated in the job posting.
   - Conduct research related to job posting prior to the interview.
   - Prepare questions to be asked during the interview.
   - Attend a simulated job interview during out-of-class hours.
   - Attend a follow-up interview debriefing session during out-of-class hours.
   - Prepare a report summarizing the simulated interview process.

III. TOPICS:
   (Note: These topics sometimes overlap several areas of skills development and are not necessarily intended to be explored in isolated learning units or in this order.)

1.
   - Taking the first steps in job search.
   - What is involved in finding the right job.
   - What are you really looking for in a job.
   - Listing your skills and abilities.

2.
   - Conducting company research.
   - Networking.
   - Telemarketing.
   - Career fairs and other employer contact.
   - Creating cover letters.
   - Preparing other employment letters.
   - Using the Internet to find jobs.
   - Preparing job applications.

3.
   - Parts of a resume.
   - Types of resumes.

- Samples of resumes.
- Creating a resume (more than one is needed).

4.
- Types of interviews.
- Basic structure of the interview.
- Prepare yourself.
- Knowing what to expect.
- What employers are looking for.
- Portfolios.
- Testing – part of the selection process.
- Participating in, and preparing for, the simulated interview process.

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- Dealing with job offers.
- How to keep the job.

IV.   **REQUIRED RESOURCES/TEXTS/MATIERALS:**

1. Career Focus Canada – A Personal Job Search Guide (ISBN 0-13-083344-4).
2. Effective Resumes and Cover Letters – ISBN 0-13-02282-8
3. Two (2) 3.5" preformatted high-density disks.
4. A hard plastic disk case.
5. One labeled letterhead size file folder.

V. EVALUATION PROCESS/GRADING SYSTEM:

Three (3) assignments will be required:

Assignment #1 - Listing what you can offer employers.   (5%)
Assignment #2 - Resume and reference list.   (40%)
Assignment #3 - Letters, Applications, Research
        and Networking*   (25%)
*One day during the semester all students will
be required to attend the Employment Strategies
class dressed in appropriate workplace attire.

*One test will be required – Interviews, Testing
        and On-the-Job Success*   (15%)

Participation in Simulated Interview   (15%)
*Students must complete all elements of this interview
process in order to be eligible for the 15%. Elements
include:

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- Preparation of a cover letter, envelope, and resume in response to simulated job posting.
- Conducting research on the company posting the job.
- Preparing pertinent interview questions to ask during the simulated interview.
- Attending simulated interview – out-of-class interview.
- Attending a follow-up interview out-of-class debriefing session.
- Preparing a report summarizing experience.

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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VI.   SPECIAL NOTES:

1.   <u>Special Needs</u>:
      If you are a student with special needs (e.g. physical limitations, visual
      impairments, hearing impairments, or learning disabilities), you are
      encouraged to discuss required accommodations with your instructor
      and/or the Special Needs office. Visit Room E1204 or call Extension 493,
      717, or 491 so that support services can be arranged for you.

2.   <u>Retention of course outlines</u>:
      It is the responsibility of the student to retain all course outlines for possible
      future use in acquiring advanced standing at other postsecondary
      institutions.

3.   <u>Plagiarism</u>
      Students should refer to the definition of "academic dishonesty" in *Student
      Rights and Responsibilities*. Students who engage in "academic
      dishonesty" will receive an automatic failure for that submission and/or
      such other penalty, up to and including expulsion from the course, as may
      be decided by the professor. In order to protect students from inadvertent
      plagiarism, to protect the copyright of the material referenced, and to credit
      the author of the material, it is the policy of the department to employ a
      documentation format for referencing source material.

4.   The Professor reserves the right to change the information contained in
      this course outline depending on the needs of the learner and the
      availability of resources.

5.   Substitute course information is available in the Registrar's office.

6.   Test papers will be returned to the student after grading in order to permit
      verification of the results and to review the tests. However, the student will
      be required to return all test papers to the professor who will keep them on
      file for one year.

7.   Each student will be required to keep a file in a designated classroom.
      This will facilitate the return of assignments, grades, and any messages
      the Office Administration faculty needs to relay to the student.

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8.   A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

9.   All work must be labeled with the student's name and the project information. All work must be submitted in a labeled folder complete with a plastic disk pocket.

10.   Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors.

11.   Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

12.   It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

13.   Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.