
Course Name

Code No.**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 functional 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 (20% 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 a job search.
- Create letters for gaining employment – cover, application, networking, prospecting, thank-you, and acceptance.
- Prepare envelopes.
- Complete a job application.
- Design personal business/calling card.

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

Potential Elements of the Performance:

- Create a functional resume.
- List and categorize/label skills.
- 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. (20% of course content).

Potential Elements of the Performance:

- Identify types of interviews.
- Prepare responses to interview questions often asked by employers.
- Participate in a team interview with classmates.
- 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).

Potential Elements of the Performance:

- 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/debriefing session during out-of-class hours.
- Prepare a report summarizing the simulated interview process.
- Prepare and mail a thank-you letter/envelope following participation in the simulated interview.

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.
 - Parts of a resume.
 - Types of resumes.
 - Samples of resumes.
 - Creating a resume (more than one is needed).
3.
 - Conducting company research.
 - Using the Internet to find jobs.

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- Networking.
 - Telemarketing.
 - Career fairs and other employer contact.
4. • Creating cover letters.
 • Preparing other employment letters.
 • Completing job applications.
5. • Types of interviews.
 • Basic structure of the interview.
 • Preparing yourself.
 • Knowing what to expect.
 • Identifying what employers are looking for.
 • Using portfolios.
 • Testing – part of the selection process.
 • Participating in, and preparing for, the simulated interview process.
6. • Dealing with job offers.
 • How to keep the job.

IV. REQUIRED RESOURCES/TEXTS/MATIERALS:

1. Career Focus Canada – A Personal Job Search Guide (ISBN 0-13-123482-X)
2. One labeled letterhead size file folder.

V. EVALUATION PROCESS/GRADING SYSTEM:

A variety of assignments/activities will be assigned to include, but not be limited to, the following:

Skills Listing & Summary of Qualifications (what you can offer employers) (5%)

Functional Resume with References (40%)

Miscellaneous Assignments to consist of: (30%)

Letter of Application (Cover Letter)

Thank-you Letter

Job Application Form

Responses to Prepared Interview Questions

Participation in Team Interview with Classmates

Research Assignment using the Internet

Networking Assignment (attendance at a job fair if available)*

**One day during the semester all students will be required to attend class dressed in appropriate workplace attire.*

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One end-of-semester test – Interviews, Testing and On-the-Job Success	(10%)
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<i>Participation in Simulated Interview**</i>	(15%)
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**Students must complete all elements of this simulated (mock) Interview process in order to be eligible for the 15%.

Elements include:

- Preparing 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 a simulated out-of-class interview and debriefing session.
- Preparing a report summarizing the experience.
- Preparing and mailing a thank-you letter/envelope to members of the mock interview team.

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

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Code No.**VI. SPECIAL NOTES:**Special Needs:

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 E1101 or call Extension 2493 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism

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.

Course outline amendments:

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.

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

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the dean

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

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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 until the end of the next module. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the paper being returned.

The final test will not be open book. Students must ensure that they have the appropriate tools to do the test (i.e. pencil, pen, etc.).

It is expected that 100 percent of classroom work be completed and submitted on time in preparation for the simulated interviews and final test. 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.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

All work must be labeled with the student's name and the project information. All work must be submitted in a labeled folder.

Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

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.