SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT
COLLEGE

COURSE OUTLINE

COURSE TITLE: EMPLOYMENT STRATEGIES

CODE NO.:	OAD103	**MODULES:**	THREE & FOUR
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		

DATE:	DEC. 2010	**PREVIOUS OUTLINE DATED:**	DEC. 2009
APPROVED:	"Penny Perrier"		Jan/2010
	_____		_____
	CHAIR		**DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): NONE

HOURS/WEEK: 3 HOURS/14 WEEKS

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.

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.

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.

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.

4.   Apply strategies for interview and employment success.

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.

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/adapting a resume.

3.
- Conducting company research.
- Using the Internet to find jobs.
- Networking.
- Telemarketing.
- Career fairs and other employer contact.

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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.
      • Preparing pertinent interview questions to ask interviewers following
        the interview.
      • Participating in, and preparing for, the simulated interview process.
      •
6.   • Dealing with job offers.
      • How to keep the job.

IV.   REQUIRED RESOURCES/TEXTS/MATIERALS:

No textbook required.
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:

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

(2)   Functional Resume with References   (35%)

(3)   Miscellaneous Assignments to consist of: (35%)

      • Letter of Application (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 at the End of
        an Interview
      • Networking Assignment (attendance at a job fair if available)*

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

(4)   Attendance and Participation
       (students are allowed two missed class hours – a 1% deduction will be applied for every missed
       class hour after the allowed two absences)   (10%)

(5)   Participation in Simulated Interview**   (15%)
       *Students must have completed all assignments in order to be eligible to
       participate in the mock/simulated interviews. Students must attend 75 percent of
       all classes in order to be eligible to participate in the mock/simulated interviews.
       Failure to attend 75 percent of all classes will result in a grade of 0/15 for this
       component.

       As well, in order to receive a grade of 15 percent, students must complete **all
       components/elements of this simulated (mock) Interview process.

       Elements of the simulated interview include:
       •   Preparing a cover letter, envelope, and resume in response to simulated
             job posting.
       •   Conducting research on the company posting the job.
       •   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:

Grade	Definition	Grade Point Equivalent
A+	90–100%	4.00
A	80–89%	4.00
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.

VI. SPECIAL NOTES:

Attendance

Sault College is committed to student success. There is a direct
correlation between academic performance and class attendance;
therefore, for the benefit of all its constituents, all students are encouraged
to attend all of their scheduled learning and evaluation sessions. This
implies arriving on time and remaining for the duration of the scheduled
session.

It is the student's responsibility to be familiar with the course outline and
Office Administration – Executive Student Manual. These documents
provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to
ensure timely communication of course information.

Regular attendance and participation 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. A study
partner/group is invaluable for notes in the event of an unavoidable
absence but must not be depended upon for frequent absences.

Guest speakers are invited to discuss employment-related topics;
attendance is imperative.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure
as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or
  expulsion

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

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

It is expected that 100 percent of classroom work will be completed and submitted on time in preparation for the simulated interviews. A late assignment 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.

All work must be labeled with the student's name and the project information on each page. If required, work must be submitted in a labeled folder complete with a plastic CD pocket. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.