
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 participating 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 including a cover and thank-you letter.
- Prepare envelopes.
- Complete a job application.
- Design personal business/calling card.

3. Produce an effective resume and reference list.

Potential Elements of the Performance:

- List and categorize/label skills.
- Create a functional resume.
- 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.

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 functional style resume.
3.
 - Conducting company research.
 - Using the Internet to find jobs.
 - Networking.
 - Telemarketing.
 - Career fairs and other employer contact.
4.
 - Creating cover letters.

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- 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.
 - Preparing and practising responses to commonly asked interview questions.
 - Preparing and practising responses to commonly asked behavioural style interview questions.
 - Participating in, and preparing for, the simulated interview process.
- 6.
- Dealing with job offers.
 - Keeping the job.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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 (but not limited to): | (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

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- 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.

- (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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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	

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	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 outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:

- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

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Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the chair which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise 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.

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

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.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) 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.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

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.

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

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

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test.

Test papers may be returned to the student after grading to permit review of the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date.

Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

For those students who have

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII. COURSE OUTLINE ADDENDUM:

1. 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.
2. 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.

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3. Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

4. Accessibility Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5. Communication:

The College considers ***Desire2Learn (D2L)*** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

6. Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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/program, as may be decided by the professor/dean. 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.

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7. Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

8. Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

9. Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.