



# COURSE OUTLINE

## OAD103

Prepared: Sheree Wright and Amy Peltonen Approved: Sherri Smith

<b>Course Code: Title</b>	OAD103: EMPLOYMENT STRATEGIES
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Semester/Term:</b>	18W
<b>Course Description:</b>	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).
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	42
<b>This course is a pre-requisite for:</b>	CPE400, OAD302
<b>Vocational Learning Outcomes (VLO's):</b>	<p>#1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.</p> <p>#8. Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.</p>
<small>Please refer to program web page for a complete listing of program outcomes where applicable.</small>	
<b>Essential Employability Skills (EES):</b>	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
<b>Course Evaluation:</b>	Passing Grade: 50%, D



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### Other Course Evaluation & Assessment Requirements:

Assignments may consist of but are not limited to: 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, and networking assignment.

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.

Participation in the Simulated Interview - 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. Also, in order to receive a grade of 15 percent, students must complete ALL components/elements of this simulated (mock) interview process.

### Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	35%
Attendance and Participation	10%
Functional Resume with References	35%
Participation in Simulated Interview	15%
Skills List and Summary of Qualifications	5%

### Course Outcomes and Learning Objectives:

#### Course Outcome 1.

Analyze individual strengths, values and goals.

#### Learning Objectives 1.

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

#### Course Outcome 2.

Apply techniques to conduct an effective job search, including preparation of a cover letter and follow-up letters.



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### **Learning Objectives 2.**

- 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.

### **Course Outcome 3.**

Produce an effective resume and reference list.

### **Learning Objectives 3.**

- 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.

### **Course Outcome 4.**

Apply strategies for interview success.

### **Learning Objectives 4.**

- Identify types of interviews.
- Prepare responses to interview questions often asked by employers.
- Participate in a team interview with classmates.
- Present a professional appearance and demeanour.
- Prepare a list of questions interviewees can ask employers during an interview.
- Describe types of tests employers use.



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### **Course Outcome 5.**

Prepare for, and participate in, a simulated interview.

### **Learning Objectives 5.**

- 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.

### **Course Outcome 6.**

Identify professional development activities that lead to enhancement of work performance and increased career opportunities.

### **Learning Objectives 6.**

- Outline traits employers seek in employees.
- Discuss the importance of personal image in promoting the image of an organization.
- Explain the importance of developing supervisory and leadership skills in managing the day-to-day operation of the office environment and in promoting an organization's vision and mission.
  - Describe the importance of motivation and mentorship in the workplace.
  - Adhere to relevant legislation, standards, and codes of ethics.

**Date:**

Wednesday, August 30, 2017

Please refer to the course outline addendum on the Learning Management System for further information.