COURSE OUTLINE: OAD103 - EMPLOYMENT STRATEGIE

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Course Code: Title	OAD103: EMPLOYMENT STRATEGIES
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	21W
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).
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD302
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**2086 - OFFICE ADMIN-EXEC** VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 8 Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
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.
Course Outcomes and Learning Objectives:	

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Analyze individual strengths, values and goals.	1.1 Identify the steps involved in finding the right job. 1.2 Complete a self-evaluation of job skills and interests.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Apply techniques to conduct an effective job search, including preparation of a cover letter and follow-up letters.	2.1 Establish a network of people to help you find a job. 2.2 Explain the importance of career fairs and other contact with employers. 2.3 Use the Internet to conduct a job search. 2.4 Create letters for gaining employment including a cover and thank-you letter. 2.5 Prepare envelopes. 2.6 Complete a job application. 2.7 Design personal business/calling card.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Produce an effective resume and reference list.	3.1 List and categorize/label skills. 3.2 Create a functional resume. 3.3 Analyze job ads (postings). 3.4 Match your resume to an employers needs. 3.5 Create a list of references.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Apply strategies for interview success.	4.1 Identify types of interviews. 4.2 Prepare responses to interview questions often asked by employers. 4.3 Participate in a team interview with classmates. 4.4 Present a professional appearance and demeanor. 4.5 Prepare a list of questions interviewees can ask employers during an interview. 4.6 Describe types of tests employers use. 4.7 Perform duties in accordance with workplace rights and

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		responsibilities, such as preparing to respond to illegal interview questions and answering interview questions honestly.
	Course Outcome 5	**Learning Objectives for Course Outcome 5**
	5. Prepare for, and participate in, a simulated interview.	5.1 Prepare and submit a cover letter/envelope and resume in response to a simulated job posting by the deadline indicated in the job posting. 5.2 Conduct research related to job posting prior to the interview. 5.3 Prepare questions to be asked during the interview. 5.4 Attend a simulated job interview/debriefing session during out-of-class hours. 5.5 Prepare a report summarizing the simulated interview process. 5.6 Prepare and mail a thank-you letter/envelope following participation in the simulated interview.
	Course Outcome 6	**Learning Objectives for Course Outcome 6**
	6. Identify and seek out professional development activities that lead to the enhancement of work performance and career opportunities.	6.1 Outline traits employers seek in employees. 6.2 Identify and manage the impact of personal image on the image of an organization. 6.3 Explore how to apply administrative concepts, such as supervision, motivation, and mentorship, to the day-to-day operation of the office environment. 6.4 Describe how to apply leadership skills to promote an organization`s vision and mission. 6.5 Act in accordance with relevant legislation, business standards, and codes of ethics related to the office administration field

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	40%
Functional Resume with References	35%
Participation in Simulated Interview	20%
Skills List and Summary of Qualifications	5%

Date: June 17, 2020

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

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