

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY**

**SAULT STE. MARIE. ONTARIO**

**COURSE OUTLINE**

**Course Title: CAREER DEVELOPMENT: PRE-EMPLOYMENT PREPARATION**

**Code No.: HDG 104-1**

**Program: ALL CO-OP PROGRAMS**

**Semester: ONE**

**Date: SEPTEMBER, 1993**

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New: **AD** Revision: **Of**

**APPROVED:** Vct^oJU  
Director of Student Affairs

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## HDG 104-1 Course Outline ...2

### CALENDAR DESCRIPTION

CAREER DEVELOPMENT:  
PRE-EMPLOYMENT PREPARATION  
COURSE NAME

HDG 104-1  
COURSE NUMBER

### PHILOSOPHY/GOALS:

The purpose of the career development component is to prepare students in co-operative education programs to develop the skills necessary in securing work placements. Emphasis will be placed on student's assessment of interests, values and skill areas, in developing their resumes, formulating job search strategies and life skills necessary for success in the workplace.

### METHOD OF ASSESSMENT (GRADING METHOD):

For successful completion, the student will be required to submit the following:

<u>Criteria</u>	<u>% of Grade</u>
1. Self Assessment	10
2. Final Draft Resume	35
3. Cover Letter	10
4. Employer Research	10
5. Interview	15
6. In-Class Assignments	10
7. Attendance	10

\* 10/10 for students attending 14 of the 16 scheduled classes

\* 0/10 for students who have attended fewer than 14 of the 16 scheduled classes

An 'R' grade will be automatically assigned to any student accumulating more than 4 unexcused absences.

**TOTAL** 100%

**60% is required for a passing grade.**

Notification of all assignment due dates will be made in class. Late assignments may be subject to penalty.

## **HDG 104-1 Course Outline ..3**

### TEXTBOOKS

1. Co-operative Education: Working To Learn (CCEO)
2. Co-operative Education Handbook and Daily Log

These textbooks are available in the bookstore. Resumes and job search guides published and supplied by the College.

### OBJECTIVES:

1. Students will be able to explain what co-operative education involves.
2. Students will be able to list the benefits of co-operative education.
3. Students will be able to effectively participate in all operational aspects of the co-op program.
4. Students will understand their responsibilities during the work term.
5. Students will develop a personal skills inventory.
6. Students will be capable of developing an effective job search plan including employer research, resumes, drafting covering letters, letters of acceptance and letters of refusal.
7. Students will be aware of the variety of employment opportunities in the workplace and be able to research alternative employment.
8. Students will develop interviewing skills and be able to research prospective employers.
9. Students will gain an appreciation for the impact of values on the workplace.

### INSTRUCTIONAL METHOD

Lecture & Workshops

### TIME FRAME

One hour/week class

