



COURSE OUTLINE: CYB305 - CAREER PLANNING

Prepared: IT Studies

Approved: Corey Meunier, Chair, Technology and Skilled Trades

Course Code: Title	CYB305: CAREER PLANNING AND PREPARATION
Program Number: Name	5911: CYBERSECURITY
Department:	PPP triOS
Academic Year:	2021-2022
Course Description:	This module introduces tools for planning and preparing for a successful job search in Canada. Students will learn about the Hidden Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values, and preferences for the workplace, prepare a professional resume and references, and organize proof documents for their career portfolio. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology.
Total Credits:	2
Hours/Week:	2
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	5911 - CYBERSECURITY
	VLO 10 Maintain ongoing personal and professional development to improve work performance in the field of information technology.
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 11 Communicate effectively and professionally in an information technology workplace to increase overall productivity and support a positive work environment.
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 5 Use a variety of thinking skills to anticipate and 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 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	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.



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:**OTHER EVALUATION CONSIDERATIONS**

1. In order to pass this course, the student must obtain an overall test/quiz average of 50% or better, as well as, an overall assignment average of 50% or better. A student who is not present to write a particular test/quiz, and does not notify the professor beforehand of their intended absence, may be subject to a zero grade on that test/quiz.
2. There will be no supplemental or make-up quizzes/tests in this course unless there are extenuating circumstances.
3. Assignments must be submitted by the due date according to the specifications of the professor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the professor in cases where there were extenuating circumstances.
4. Any assignment/projects submissions, deemed to be copied, will result in a zero grade being assigned to all students involved in that particular incident.
5. It is the responsibility of the student to ask the professor to clarify any assignment requirements.
6. The professor reserves the right to modify the assessment process to meet any changing needs of the class.

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 departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers may not be granted admission to the room

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Research methods for accessing the hidden job market.	1.1 Explore the hidden job market. 1.2 Search public and private resources to gain labour market information and research industry opportunities. 1.3 Utilize networking and interviewing techniques to secure information and develop relationships. 1.4 Examine the importance of career fairs for personal marketing, and fully participate in local events.
Course Outcome 2	Learning Objectives for Course Outcome 2
Identify personal skills, values, and preferences for the workplace, and prepare a professional resume.	2.1 Outline resume types and decide which is best for them. 2.2 Develop transferable skills, education, and experience statements for a professional resume draft. 2.3 Create a resume that follows guidelines for the chosen resume type.
Course Outcome 3	Learning Objectives for Course Outcome 3
Organize proof documents for career portfolio.	3.1 Illustrate the importance of the professional portfolio in today's job search.



	<p>3.2 Source and organize 'proof' materials from past education and work / volunteer experience.</p> <p>3.3 Plan and develop a portfolio.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
<p>Conduct an effective job search and identify various methods of applying for work with today's technology.</p>	<p>4.1 Identify personal abilities, skills, work values and preferences.</p> <p>4.2 Research industry wage ranges and confirm realistic entry-level expectations for one's career path, while expanding their definition of wealth and how it relates to personal happiness.</p> <p>4.3 Examine the importance of work-life balance and discuss ways to practice this balance while employed as a student.</p> <p>4.4 Create a personalized Career Action Plan, to research and interview potential employers, develop their personal network, and maximize industry training, volunteer, and employment opportunities available while in school.</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
<p>Utilize marketing strategies and techniques.</p>	<p>5.1 Outline the steps of the job search process.</p> <p>5.2 Develop and use a systematic strategy for marketing themselves to companies.</p> <p>5.3 Finalize a professional resume and assembly of a career portfolio.</p> <p>5.4 Develop effective cover, prospecting and network letter(s), using proper writing techniques.</p> <p>5.5 Create thank-you and acceptance letter(s) appropriate for interview follow-up.</p>
Course Outcome 6	Learning Objectives for Course Outcome 6
<p>Prepare and execute interviews.</p>	<p>6.1 Outline the various types, stages, and styles of interviews that employers currently use.</p> <p>6.2 Prepare for interview success, including appropriate dress, grooming, and company research.</p> <p>6.3 Generate strong responses to standard questions, and proof stories for behavioural questions, using the STAR technique.</p> <p>6.4 Create effective questions to ask during the interview.</p> <p>6.5 Prepare to negotiate job offers using appropriate negotiation techniques and realistic salary needs.</p>
Course Outcome 7	Learning Objectives for Course Outcome 7
<p>Set goals for career success.</p>	<p>7.1 Adopt appropriate behaviours that establish rapport and build strong relationships with co-workers while navigating potential office politics .</p> <p>7.2 Draft a checklist of specific goals and requests for their mentors.</p> <p>7.3 Accept feedback and gain benefit from both praise and criticism.</p> <p>7.4 Examine the importance of diversity and developing cultural competence.</p> <p>7.5 Integrate ways to go the extra mile to exceed customer and</p>

	employer expectations.
Course Outcome 8	Learning Objectives for Course Outcome 8
Set goals for career success.	8.1 Recognize and demonstrate appropriate behaviours and that establish rapport and build strong relationships with co-workers, and navigate potential office politics . 8.2 Draft a checklist of specific goals and requests for their mentors. 8.3 Actively welcome feedback and gain benefit from both praise and criticism. 8.4 Acknowledge the importance of diversity and developing cultural competence. 8.5 Identify and implement ways to go the extra mile to exceed customer and employer expectations.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Cover Letters and Thank You Letters	25%
Elevator Pitch	5%
Informal Interviews	10%
Mock Interviews	5%
Portfolio	15%
Professionalism and Participation	10%
Resume	30%

Date: June 30, 2022

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