



## COURSE OUTLINE: PMC306 - PROF. READINESS EMPL

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<b>Course Code: Title</b>	PMC306: PROFESSIONAL READINESS FOR EMPLOYMENT
<b>Program Number: Name</b>	2179: ADVANCE PRO MGT-STRA
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Academic Year:</b>	2024-2025
<b>Course Description:</b>	This course offers students the opportunity to define or refine their personal and professional goals in the areas of project management and business, and initiate preparation for a placement in industry. The course will include discussion, work sessions, special speakers, interactive experiences, and the completion of a professional portfolio. A complete understanding and application of employment selection and requirements, resume writing, career planning services, cover letter preparation, professional philosophies, interviewing techniques, graduate school preparation, and final graduation requirements will be achieved by all students.
<b>Total Credits:</b>	2
<b>Hours/Week:</b>	2
<b>Total Hours:</b>	28
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>This course is a pre-requisite for:</b>	PMC400, PMC410
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2179 - ADVANCE PRO MGT-STRA</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 3 Implement project management knowledge processes, lifecycle and concepts, tools and techniques in order to achieve project success as defined by the stakeholder(s)
	VLO 5 Interact with team and stakeholders in a professional manner, respecting differences to ensure a collaborative project environment
	VLO 8 Adapt project management and leadership style to meet the needs of stakeholders from multiple sectors of the economy (i.e., consulting, government, arts, media)
	VLO 11 Ensure compliance with ethical and professional standards within a Canadian context when managing projects
	VLO 13 Challenge personal assumptions and encourage the expression of all points of view to examine issues through various lenses for decision making
<b>Essential Employability Skills (EES) addressed in this course:</b>	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 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:**

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Start Now: Because That Meaningful Job Is Out There, Just Waiting For You by Levy, Reynold  
 Publisher: Rosetta Books  
 ISBN: 9780795353420

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Examine the complexities of career development and complete a skills assessment and a skills inventory.	1.1 Define career goals and objectives relating to the direction of your job search. 1.2. Develop a professional portfolio.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Develop job acquisition skills that the student can later utilize in paid employment, volunteer work, internships and a job shadowing experience.	2.1. Critique job interview skills and prepare through interview practice. 2.2. Demonstrate good interview techniques through practice and role playing.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Review and apply resume writing techniques and develop a professional cover letter, resume and various other job letters.	3.1. Discuss the various forms of resumes and cover letters. 3.2. Develop a resume and cover letter relating to the student's education, skills, and experience.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Compare and contrast the different social media platforms that can assist with job acquisition.	4.1. Research the various social media platforms such as LinkedIn, Facebook, Instagram, etc. 4.2. Develop a social media content strategy to professionally promote your skills to employers.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Goals and Objectives worksheets	10%
Interview Skills	10%
Resume/Coverletter	30%
Sample letters X3	15%



	Self Assessment/Skills Inventory	15%
	Social Media Content Strategy	15%
	Work Philosophy	5%

**Date:** July 4, 2024

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