COURSE OUTLINE: OAD0103 - EMPLOYMENT STRATEGIE

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Course Code: Title	OAD0103: EMPLOYMENT STRATEGIES
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semesters/Terms:	21W
Course Description:	Students in the CICE Program, with the assistance of the Learning Specialist, 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.
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.
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.

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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	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:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

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 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	5.1 Prepare and submit a cover letter/envelope and resume in

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	participate in, a simulated interview.	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%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified

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so the answer will reflect a basic understanding.

3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.

4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:	December 18, 2020
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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