

**Hours:** 30 hours

**Prerequisites:**

Online Learner Success, 20 net words per minute keyboarding speed, word processing knowledge, or permission of coordinator.

**Course Description:**

Develop successful job search skills for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies, Internet job research, career planning, networking, resumes, employment-related communications, application forms, portfolios, and interviews.

**Learning Outcomes:**

On successful completion of this course, you will be able to plan and implement a successful employment campaign that includes:

- Assessing your work skills and job readiness
- Composing effective resumes and employment communications
- Preparing a career portfolio that provides evidence of employment related skills, abilities, and achievements
- Completing applications forms accurately and effectively
- Networking and researching employment opportunities
- Utilizing the Internet for job search and career planning research
- Identifying employers' expectations for a positive attitude and professional image
- Preparing for and participating effectively in employment interviews

**Textbooks:**

Career Focus Canada, Lamarre and McClughan, 4th edition (2007), Prentice Hall Canada Career & Technology, ISBN 978-0-13-227991-8

**Software:**

Word Processing software

**Suggested Supplementary Materials and Resources:**

Administrative Procedures for the Canadian Office, 5 Ed., Kilgour Communications & English for Careers, Canadian Ed., Smith, et al

Pitman Office Handbook

Pitman Office Handbook Workbook

Human Relations for Career and Personal Success

JIST's self-directed job search videotapes, AEMAC, 1995

## Course Outline:

1. Introduction and Assessment: Self-analysis identifying strengths and weaknesses
2. The Resume: Types, guidelines, sections, tips, electronic, resume checklist, Internet resume sites. Learners will analyze each other's resumes and provide constructive feedback.
3. References: Establishing a list of valuable references. Gathering written references.
4. Employment Letters: Covering, application, networking, prospecting, thank you, acceptance, refusal and resignation letters.
5. Job Applications: Completing application forms
6. Company Research: Benefits of researching, selecting prospective employers, types of company information to research, traditional and electronic research methods.
7. Finding Job Leads: Utilizing networking, telephone contacts, job posting boards, career fairs, employment agencies, and temp agencies to track down job possibilities. Learners will be asked to analyze current local job advertisements and postings.
8. The Interview: Types of interviews, formats of interviews, preparing for an interview, preparing answers to interview questions, preparing "proof stories," preparing questions to ask during an interview, identifying traits employers are looking for, practicing for an interview, participating in an interview, projecting a positive, professional image, presenting a career portfolio of work examples, negotiating salary and benefits, informational interviews, follow-up after an interview.
9. Testing: Identifying the types of pre-employment tests employers may use, tips for taking tests, preparing for pre-employment tests.
10. Job Search on the Internet: Describing the usefulness of the Internet in a job search, evaluating websites for usefulness, preparing a resume to post on the Internet, conducting an Internet job search.
11. Job Search Strategies: Setting short- and long-term goals, identifying potential employers, developing a strategic plan for contacting potential employers, identifying sources of support during your job search.
12. Designing Job Success: Learn certain facts and realities about work. Identify traits that lead to job success. Know the basics about fitting into an organization. Be able to identify negative and positive job behaviours.

## Assessment:

Resume & cover letter	30%
Company research	10%
Interview	15%
Assignments & group activities	35%
Participation	10%

## Grading Scale:

Letter grades will be assigned as follows:

A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D 65 - 69
A 93 - 96	B 83 - 86	C 73 - 76	Fail Below 65
A- 90 - 92	B- 80 - 82	C- 70 - 72	