



## **EFFECTIVE: SEPTEMBER 2004**

### **CURRICULUM GUIDELINES**

**A. Division:** Educational Services

Effective Date: September 2004

**B. Department /** Student Development  
**Program Area:** Career & Employment Preparation

Revision

X	New Course	
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If Revision, Section(s)  
Revi

**M: Course Objectives / Learning Outcomes:**

1. To learn and practise networking skills.
2. To learn and practise skills of self- presentation.
3. To develop interview skills
4. To produce a resume.
5. To learn and practise communication skills pertaining to job search.
6. To identify and contact agencies in the community which provide support for job search.
7. To develop an understanding of the psychology of unemployment.

**N: Course Content:**

1. Establishing a network.
2. Job search communications
  - Application forms
  - Covering letters
  - Letters of application
  - Telephone contacts
3. Interview preparation
4. Employer's responses to a disability.
5. Identification and contact with community resources.
  - Career Resource Centres
  - Employment centres/agencies
  - Newspapers
  - Job boards
6. How to develop and update a resume.
7. Development of a resume.
8. The psychology of unemployment.
9. Coping strategies for periods of unemployment

