Douglas College

EFFECTIVE: SEPTEMBER 2003

CURRICULUM GUIDELINES

A: Division: **Educational Services**   Date: **March 16, 2001**

B: Department/ **Student Development**   New Course **X**   Revision
Program Area:

If Revision, Section(s) Revised:

Date Last Revised:

C: **CSCT 140**   **D:** **Job Search Skills and Maintenance**   **E:** **3**

Subject & Course No.   Descriptive Title   Semester Credits

F: Calendar Description: This course is designed to prepare adults with an employment barrier with a comprehensive overview of job seeking techniques. Students will be given the opportunity to write a resume, practice interviewing skills, review employment rights and responsibilities. Emphasis will be placed on developing good work habits and attitudes required to keep an job.

G: Allocation of Contact Hours to Types of Instruction/Learning Settings

classroom 40%
lab   40%
practicum 20%

Primary Methods of Instructional Delivery and/or Learning Settings:

Classroom and lab

Number of Contact Hours: (per week / semester for each descriptor)

70 - 90 (depending on employment barriers)

Number of Weeks per Semester:

15

H: Course Prerequisites:

Acceptance into CSCT program

I: Course Corequisites:

150

J: Course for which this Course is a Prerequisite:

K: Maximum Class Size:

12 - 15 depending on barriers or disabling condition

L: PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

x   College Credit Transfer: Requested   Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives/Learning Outcomes

1. To gain an understanding of networking skills
2. To develop a cover letter and resume
3. To participate and practice interview skills
4. To identify job ads and the hidden job market
5. To learn about employee rights and responsibilities
6. To identify and develop work habits to keep a job

N: Course Content

-developing job search contacts, through newspaper ads, employment centres, and Internet research
-creating a cover letter and resume on the computer
-organizing a systematic approach to the job search
-interview preparation
-labour standards act
-skills for maintaining employment including self management skills
-employer and employee expectations

O: Methods of Instruction

-instructor presentation
-class discussion
-roleplays
-guest speakers
-written assignments
-videos

P: Textbooks and Materials to be Purchased by Students

Q: Means of Assessment

A mastery model of on-going evaluation will be used. A student will have completed the course when he/she has demonstrated through satisfactory completion of exercises and assignments that the course objectives have been achieved. Where formal tests are used mastery will be defined as a score of 80% or more.

Progress will be monitored on a regular basis by the instructor in consultation with each student. The student will be expected to maintain regular attendance and progress, actively participate in all lab instructed activities, and completes all assignments as directed

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

_____   _____

Course Designer(s)   Education Council/Curriculum Committee Representative

_____   _____

Dean/Director   Registrar