



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A: Division: **Educational Services** Effective Date: September 2004

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

If Revision, Section(s) Revised: C, I

Date of Previous Revision: March 16, 2001

Date of Current Revision: September 2004

C: **CSCT 0140** **D:** **Job Search Skills and Maintenance** **E:** **3**

Subject & Course No.	Descriptive Title	Semester Credits
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F: Calendar Description: This course is designed to prepare adults with an employment barrier wi

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

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

Course Designer(s)

Education Council/Curriculum Committee Representative

Dean/Director

Registrar

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