



<p><b>M:</b> Course Objectives / Learning Outcomes</p> <p>The learner has reliably demonstrated the ability to:</p> <ol style="list-style-type: none"> <li>1. assess self and set career goals;</li> <li>2. prepare an employment portfolio;</li> <li>3. prepare and apply for a job;</li> <li>4. undertake a job interview;</li> <li>5. evaluate his/her performance in the job application process; and</li> <li>6. find a suitable practicum placement.</li> </ol>										
<p><b>N:</b> Course Content:</p> <ol style="list-style-type: none"> <li>1. Prepare a self-assessment of needs, strengths, weaknesses, achievements, interests and skills.</li> <li>2. Articulate short- to long-term career goals.</li> <li>3. Prepare a portfolio which evidences the student's skills, education and qualifications.</li> <li>4. Profile employment opportunities that will meet one's needs including salary/benefits, location, size, national or international, union or non-union, and travel opportunities.</li> <li>5. Use a variety of sources to generate a list of prospective employers.</li> <li>6. Develop and professionally use effective marketing strategies to promote oneself in writing, in person, and on the telephone.</li> <li>7. Create targeted letters of application, resumes, and thank-you letters which are attractive, accurate, and persuasive.</li> <li>8. Develop a plan and tracking mechanism for contacting and following up on prospective employers.</li> <li>9. Prepare and practice for successful interview performance.</li> <li>10. Evaluate job offers based on established career goals, budgetary needs, and employer profile.</li> </ol>										
<p><b>O:</b> Methods of Instruction</p> <p>The instructor will use short lectures and modelling to introduce new concepts and behaviours. Videos and speakers will be incorporated into the course. Role plays will be used to simulate employment interviews and make telephone calls to prospective employers. A video camera may be used to facilitate self- and peer-assessment.</p>										
<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Guffey, Mary Ellen and Nagle, Brendan. <u>Essentials of Business Communication</u>, Latest Canadian Ed., ITP Nelson.  <i>(Text also used in OADM 1240)</i></p>										
<p><b>Q:</b> Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Student Portfolio</td> <td style="text-align: right; padding-right: 20px;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Interview Role Play and Evaluation</td> <td style="text-align: right; padding-right: 20px;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Letter of Application and Resume</td> <td style="text-align: right; padding-right: 20px;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Employability Skills (criterion based)</td> <td style="text-align: right; padding-right: 20px;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right; padding-right: 20px;"><u>100%</u></td> </tr> </table>	Student Portfolio	30%	Interview Role Play and Evaluation	30%	Letter of Application and Resume	30%	Employability Skills (criterion based)	<u>10%</u>		<u>100%</u>
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<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p>										