



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

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

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

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

Date of Previous Revision: March 1992

Date of Current Revision: April 2004

C: CAEP 0204 **D: Job Search Skills** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description:</p> <p>This course is designed to provide adults with a disability with a comprehensive overview of job seeking strategies. It contains the basic tenets of job search applicable to the general population while recognizing the unique circumstances of disabled adults.</p>		
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings:</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Teacher Directed Learning</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>70 to 90 hours per semester, depending on disabling condition.</p> <p>Number of Weeks per Semester: 15</p>	<p>H: Course Prerequisites:</p> <p>Acceptance into CAEP Program</p>	
	<p>I: Course Corequisites:</p> <p>CAEP 0201, 0202, 0203, 0205.</p>	
	<p>J: Course for which this Course is a Prerequisite:</p> <p>N/A</p>	
	<p>K: Maximum Class Size:</p> <p>12-16 depending on disabling conditions.</p>	
<p>L: PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input checked="" type="checkbox"/> College Credit Non-Transfer</p> <p><input type="checkbox"/> College Credit Transfer:</p> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>		

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

O: Methods of Instruction:

- Instructor presentation
- Class discussions
- Self-awareness exercises
- Role play
- Standardized and non-standardized assessment inventories
- Written assignments
- On-the-job experience
- Tours
- Videos/Film
- Guest speakers
- Interviews
- Use of Career Resource Centre and Library at Douglas College

P: Textbooks and Materials to be Purchased by Students:

None
 Topic-relevant material will be provided in handout form throughout the course.

Q: Means of Assessment:

A mastery model of ongoing 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, to actively participate in all classroom activities, and to complete assignments as directed.

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

N/A

Course Designer(s)
Mabel A. Izat

Education Council / Curriculum Committee Representative

Dean / Director

Registrar