

A: Division: **Educational Services**  
 B: Department: **Student Development**  
 Program:

Date: **December 3, 1996**  
 New Course: **X**  
 Revision of Course Information form:

C: **CAEP 320** D: **Job Search Skills** E: **1**

Subject & Course No.

Descriptive Title

Semester Credit

F: **Calendar Description:** The course is designed to provide adults with a disability the skills necessary to find appropriate work placements, paid employment or volunteer positions in a field that matches their career goals.

**Summary of Revisions:** (Enter date & section) Eg: Section C,E,F

G: **Type of instruction: Hrs per week / per semester**  
 Lecture: Hrs.  
 Laboratory: Hrs.  
 Seminar: Hrs.  
 Clinical Experience: Hrs.  
 Field Experience: Hrs.  
 Practicum: Hrs.  
 Shop: Hrs.  
 Studio: Hrs.  
 Student Directed Learning: Hrs.  
 Other (Specify)  
 Teacher Directed Learning: **32 Hrs.**  
 Total: **32 Hrs.**

H: **Course Prerequisites:**  
**Instructor permission**

I: **Course Corequisites:**  
**None**

J: **Course for which this Course is a Prerequisite:**

K: **Maximum Class Size:**  
**12-16 depending on disabling conditions**

L: **College Credit Transfer**   
**College Credit Non-Transfer**   
**Non-Credit**

M: **Transfer Credit:** Requested:   
 Granted:

**Specify Course Equivalents or Unassigned Credit as appropriate:**

U.B.C.  
 S.F.U.  
 U. Vic.  
 Other:

Terry Byrnes

Course Designer(s)

Ted James

Director/Chairperson

Divisional Dean

Registrar

**CAEP 320 - Job Search Skills**

**Subject and Course Number**

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N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

Nil

Topic relevant material will be provided in handout form, throughout the course.

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Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;  
Q. Method of Instruction; R. Course Evaluation

**O. COURSE OBJECTIVES**

To learn individualized job search techniques in order to properly market skills and experience including:

- developing appropriate - job targeted cover letters
- updating existing resumes and creating new ones where necessary
- developing network skills
- finding the 'hidden jobs'
- understanding job ads
- using community and support placement services
- use of telephone and 'cold calls'
- developing volunteering to create work opportunities
- handling issues of disability

**P. COURSE CONTENT**

1. Writing cover letters, resumes.
2. Reading newspaper 'ads' for content.
3. Practice in telephone for information and interviews.
4. Organizing a systematic, logical job search.
5. Practicing job interview skills to build self-confidence.
6. Methods of accessing market information, business directories, job posting, community and support placement services.
7. When and how to disclose a disability.

**Q. METHOD OF INSTRUCTION**

1. Small group and one-to-one instruction on job search communications including: application forms, covering letters, resumes, telephone contacts, etc.
2. Instructor assisted preparation using videos for interview preparation.
3. Small group discussion and guest speakers on employer response to a disability.
4. Visits to community agencies, career resource centres and other employment search

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Subject and Course Number

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**R. EVALUATION**

Student and instructor will evaluate a completed personal employment portfolio. Instructor observation of student demonstrated job search will occur and oral and written feedback will be provided to students.

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