



**EFFECTIVE: SEPTEMBER 2004**  
**CURRICULUM GUIDELINES**

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

Effective Date: September 2004  
 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
<b>F:</b> 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 a job.		
<b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  Community Practicum  Number of Contact Hours: (per week / semester for each descriptor)  70 - 90 (depending on disabling condition)  Number of Weeks per Semester:  15	<b>H:</b> Course Prerequisites:  Acceptance into CSCT program	
	<b>I:</b> Course Corequisites:  CSCT 0150	
	<b>J:</b> Course for which this Course is a Prerequisite:	
	<b>K:</b> Maximum Class Size:  12 - 15 depending on barriers or disabling condition	
<b>L: PLEASE INDICATE:</b> <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/>		
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**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

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Course Designer(s)

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Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar

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