

**EFFECTIVE: JANUARY 2005**  
**CURRICULUM GUIDELINES**

**A. Division:** Educational Services

Effective Date: January 2005

Department / Student Services  
Program Area:

## Revision

X

## New Course

7

If Revision, Section(s)  
Revised:

C F G H M N O P O

Date of Previous Revision:

October 14, 1987

Date of Current Revision:

March 30, 2004

**C:** HUMD 1145

### D: Job Search Skills

**E:** 1.5

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b>	<b>Calendar Description:</b> Using polished job search skills can often make the difference in landing a job. In this seven-week course, students will clarify their job goals, identify sources of job leads, learn skills to research occupations and identify prospective employers. There will be opportunity to write a resume, practise interviewing skills and explore issues important to job success. The course will benefit students seeking a first job as well as those changing careers.							
<b>G:</b>	Allocation of Contact Hours to Type of Instruction / Learning Settings	<b>H:</b> Course Prerequisites:  HUMD 1142, HUMD 1147 or HUMD 0130 recommended						
	Primary Methods of Instructional Delivery and/or Learning Settings:							
	Seminar / Student Directed Learning	<b>I:</b> Course Corequisites:  Nil						
	Number of Contact Hours: (per week / semester for each descriptor)							
	Seminar: 3 Student Directed Learning : 1	<b>J:</b> Course for which this Course is a Prerequisite  Nil						
Number of Weeks per Semester: 7	<b>K:</b> Maximum Class Size:  25							
<b>L:</b>	<b>PLEASE INDICATE:</b> <table><tr><td><input type="checkbox"/></td><td>Non-Credit</td></tr><tr><td><input checked="" type="checkbox"/></td><td>College Credit Non-Transfer</td></tr><tr><td><input type="checkbox"/></td><td>College Credit Transfer:</td></tr></table> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
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<b>M:</b>	<p>Course Objectives / Learning Outcomes</p> <p>Students will:</p> <ul style="list-style-type: none"> <li>a) understand the process involved in finding job opportunities</li> <li>b) clarifying job goals and alternatives</li> <li>c) identify sources of job leads and networking</li> <li>d) develop skills for writing resumes, cover letters, completing application forms</li> <li>e) identify transferable skills and experience required for their job market</li> <li>f) develop and practise telephone and interviewing skills</li> <li>g) increase awareness of the role individual jobs play in the context of a long range career path</li> </ul>
<b>N:</b>	<p>Course Content:</p> <p>The following topics will be discussed:</p> <ul style="list-style-type: none"> <li>a) preparing an effective cover letter and resume</li> <li>b) developing a network of contacts and potential employers</li> <li>c) identifying required skills for specific employment opportunities</li> <li>d) handling job interviews successfully</li> <li>e) clarifying and achieve job and career goals</li> <li>f) handling transitions: school to work; periods of unemployment; re-training and upgrading skills</li> <li>g) fitting in and be successful in a job setting</li> </ul>
<b>O:</b>	<p>Methods of Instruction</p> <p>Some or all of the following methods will be used:</p> <ul style="list-style-type: none"> <li>a) small group activities and discussion</li> <li>b) lectures</li> <li>c) demonstration of job finding and research skills</li> <li>d) structured independent learning assignments</li> <li>e) demonstration and coaching of interview skills</li> <li>f) video/ audio and website materials</li> </ul>
<b>P:</b>	<p>Textbooks and Materials to be Purchased by Students</p> <p>TBA</p>
<b>Q:</b>	<p>Means of Assessment</p> <p>Due to the experiential nature of the course, attendance is necessary to maximize the learning of the students. The specific course assignments and their weighting will be determined by the instructor.</p> <ul style="list-style-type: none"> <li>a) completion of in-class assignments and exercises</li> <li>b) identification of specific and transferable skills</li> <li>c) preparation of a resume and cover letter</li> <li>d) participation in practice job interviews</li> <li>e) submission of a weekly journal report describing the learning that has occurred as a result of class activities, exercises or discussions</li> <li>f) submission of a report on specific job goal and contacts for work in that field</li> <li>g) submission of a report analyzing information interview process and results</li> </ul>
<b>R:</b>	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>N/A</p>

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 Martha Entin

Course Designer(s)

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 Education Council / Curriculum Committee Representative

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 Dean / Director

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 Registrar