

N:	<p>Course Content:</p> <ol style="list-style-type: none"> 1. Basic computer skills for resume and cover letter writing. 2. Internet skills for the job seeker. 3. Successful interviewing techniques. 4. Positive work site attitudes and ethics.
O:	<p>Methods of Instruction</p> <ul style="list-style-type: none"> Instructor presentation Computer lab hands on practice Overheads Class discussion Video taping of mock interviews and peer evaluation
P:	<p>Textbooks and Materials to be Purchased by Students</p> <p>Nil. Topic relevant material will be provided in handout form throughout the course</p>
Q:	<p>Means of Assessment</p> <p>The student must demonstrate to the satisfaction of the instructor an ability to use the computer both to produce a professional resume and to seek job opportunities by means of the internet.</p> <p>The student must demonstrate to the satisfaction of the instructor by means of mock videotaped interviews an understanding of some successful interview techniques.</p> <p>The student must demonstrate to the satisfaction of the instructor in role play an understanding of what constitutes positive work attitudes and ethics.</p>
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>N/A</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar