

SEPTEMBER 2003 CURRICULUM GUIDELINES

A.	Division: Instructional		Date: SEPTEMBER 2003					
B.	Department /	Commerce & Business Admin.	New Cours	e	X	Revision		
	Program Area	Office Administration	If Revision	Section(s)				
			Revised	, ~				
			Date Last R	Revised:				
C:	OADM 400	D:	JOB SEARC	СН	E:	1.5		
	Subject & Course No. Descrip		ve Title Semester Credits					
F:	Calendar Description: This course is designed to prepare Office Administration students for a three-week office experience/practicum and for continued success in a business environment. Students will prepare a professional portfolio, research employment opportunities, prepare and apply for jobs, undertake a job interview and evaluate their own performance in the job application process. During this course, the student will find a practicum placement.							
G:	Allocation of C	Contact Hours to Type of Instruction		Prerequisit			-	
	/ Learning Settings		English 11 with a grade of "C" or better or					
	Primary Metho Learning Settin	ds of Instructional Delivery and/or gs:	equiva	lent.				
	Number of Contact Hours: (per week / semester for each descriptor) Lecture: 1 hour Seminar: 1 hour Number of Weeks per Semester:		I: Course Corequisites:					
			J: Course	for which t	his Course	is a Prerequisite	÷	
			OADM 401					
			01121	1 101				
	15 weeks x 2 h	K: Maximum Class Size:						
	10 ((00115 11 2 11	30						
L:	PLEASE INDI	ICATE:						
	Non-Cred	lit						
	X College C							
	College Credit Transfer:		Requested	Requested Granted				
	SEE BC TRANSFER GLIIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)							

Date of New Course: February 2003

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M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

- 1. assess self and set career goals;
- 2. prepare an employment portfolio;
- 3. prepare and apply for a job;
- 4. undertake a job interview;
- 5. evaluate his/her performance in the job application process; and
- 6. find a suitable practicum placement.

N: Course Content:

- 1. Prepare a self-assessment of needs, strengths, weaknesses, achievements, interests and skills.
- 2. Articulate short- to long-term career goals.
- 3. Prepare a portfolio which evidences the student's skills, education and qualifications.
- 4. Profile employment opportunities that will meet one's needs including salary/benefits, location, size, national or international, union or non-union, and travel opportunities.
- 5. Use a variety of sources to generate a list of prospective employers.
- 6. Develop and professionally use effective marketing strategies to promote oneself in writing, in person, and on the telephone.
- 7. Create targeted letters of application, resumes, and thank-you letters which are attractive, accurate, and persuasive.
- 8. Develop a plan and tracking mechanism for contacting and following up on prospective employers.
- 9. Prepare and practice for successful interview performance.
- 10. Evaluate job offers based on established career goals, budgetary needs, and employer profile.

O: Methods of Instruction

The instructor will use short lectures and modelling to introduce new concepts and behaviours. Videos and speakers will be incorporated into the course. Role plays will be used to simulate employment interviews and make telephone calls to prospective employers. A video camera may be used to facilitate self- and peer-assessment.

P: Textbooks and Materials to be Purchased by Students

Guffey, Mary Ellen and Nagle, Brendan. <u>Essentials of Business Communication</u>, Latest Canadian Ed., ITP Nelson. (*Text also used in OADM 240*)

O: Means of Assessment

Student Portfolio 30%
Interview Role Play and Evaluation
Letter of Application and Resume 30%
Employability Skills (criterion based) 100%

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

This course is open for PLAR.

Course Designer(s)	Education Council / Curriculum Committee Representative				
Julie Crothers and Brenda Read					
Dean / Director	Registrar				
Jim Sator	Trish Angus				