

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

Α.	Division:	instructional	Da	ue:	sep	tember 2004					
В.	Department / Program Area	Commerce & Business Admin. Office Administration	Ne	ew Course		Revision	X				
				Revision, Section(s)	С,	J, P					
				ate of Previous Revision:	200	3-09 new course	<u>.</u>				
				ate of Current Revision:		04-09					
C:	OADM 1400	D:	JOE	SEARCH	E :	1.5					
				tive Title Semester Credits							
F:	experience/pra professional po interview and	iption: designed to prepare Office Admini acticum and for continued success i ortfolio, research employment oppo evaluate their own performance in ad a practicum placement.	in a bu ortuni	siness environment. St ties, prepare and apply	tudents for jobs	will prepare a s, undertake a jo	ъb				
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings		Н:	Course Prerequisites:	-						
	Primary Methods of Instructional Delivery and/or Learning Settings:			English 11 with a grade of "C" or better or equivalent.							
	Lecture and Seminar Number of Contact Hours: (per week / semester for each descriptor) Lecture: 1 hour		I:	Course Corequisites:							
			1.	Course Corequisites.							
			J:	Course for which this	Course i	s a Prerequisite					
	Seminar: 1 hour			0.15354.404							
	Number of Weeks per Semester:			OADM 1401							
	15 weeks x 2 hours per week = 30 hours			: Maximum Class Size:							
				30							
L:	PLEASE INDI	CATE:	•								
	Non-Cred	it									
	X College C	redit Non-Transfer									
	College C	redit Transfer:					•				
	SEE BC TRAN	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)									

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M:	Course	Oh	iectives /	/ T	earning	Outcomes
TAT.	Course	\circ	ICCH VCS /		Jeanning	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.

Course Content: N:

- 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 peerassessment.

Textbooks and Materials to be Purchased by Students P:

> Guffey, Mary Ellen and Nagle, Brendan. Essentials of Business Communication, Latest Canadian Ed., ITP Nelson. (Text also used in OADM 1240)

O: Means of Assessment

> 30% Student Portfolio Interview Role Play and Evaluation 30% Letter of Application and Resume 30% Employability Skills (criterion based) 10% 100%

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

This course is open for PLAR.

Course Designer(s) Julie Crothers and Brenda Read	Education Council / Curriculum Committee Representative
Dean / Director: Rosilvn G. Coulson	Registrar: Trish Angus

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