Douglas College

A.	Division:	**Instructional**	Effective Date:		**September 2005**	
B.	Department / Program Area	**Commerce & Business Admin. Office Administration**	New Course		Revision	**X**

If Revision, Section(s) Revised: **E, G**

Date of Previous Revision: New course Sept. 2003

Date of Current Revision: October, 2004

C:	**OADM 1400**	**D**:	**JOB SEARCH**	**E:**	**2**
	Subject & Course No.		Descriptive 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 Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:

Lecture and Seminar

Number of Contact Hours: (per week / semester for each descriptor)

Lecture: 2 hour
Seminar: 1 hour

Number of Weeks per Semester:

15 weeks x 3 hours per week = 45 hours

H: Course Prerequisites:

English 11 with a grade of "C" or better or equivalent.

I: Course Corequisites:

J: Course for which this Course is a Prerequisite

OADM 1401

K: Maximum Class Size:

30

L: PLEASE INDICATE**:**

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

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 1240)*

Q: Means of Assessment

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

R: 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: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

Date: September 2005