



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: Educational Services Effective Date: September 2004

B. Department / Program Area: Student Development / Career & Employment Preparation

Revision New Course

If Revision, Section(s) Revised: C

Date of Previous Revision: December 3, 1996
 Date of Current Revision: September 2004

C: CAEP 0320 **D: Job Search Skills** **E: 1**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: The course is designed to provide adults with a disability the skills necessary to find appropriate work placements, paid employment or volunteer positions in a field that matches their career goals.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Teacher Directed Learning Number of Contact Hours: (per week / semester for each descriptor) 32 hours/semester Number of Weeks per Semester:	H: Course Prerequisites: Instructor permission	
	I: Course Corequisites: None	
	J: Course for which this Course is a Prerequisite	
	K: Maximum Class Size: 12 – 16 depending on disabling conditions	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

<p>M: Course Objectives / Learning Outcomes</p> <p>To learn individualized job search techniques in order to properly market skills and experience including:</p> <ul style="list-style-type: none"> - developing appropriate job-targeted cover letters - updating existing resumes and creating new ones where necessary - developing network skills - finding the “hidden jobs” - understanding job ads - using community and support placement services - use of telephone and “cold calls” - developing volunteering to create work opportunities - handling issues of disability
<p>N: Course Content:</p> <ol style="list-style-type: none"> 1. Writing cover letters, resumes. 2. Reading newspaper “ads” for content. 3. Practice in telephone for information and interviews. 4. Organizing a systematic, logical job search. 5. Practicing job interview skills to build self-confidence. 6. Methods of accessing market information, business directories, job posting, community and support placement services. 7. When and how to disclose a disability.
<p>O: Methods of Instruction</p> <ol style="list-style-type: none"> 1. Small group and one-to-one instruction on job search communications including: application forms, covering letters, resumes, telephone contacts, etc. 2. Instructor assisted preparation using videos for interview preparation. 3. Small group discussion and guest speakers on employer response to a disability. 4. Visits to community agencies, career resource centres and other employment search.
<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>
<p>Q: Means of Assessment</p> <p>Student and instructor will evaluate a completed personal employment portfolio. Instructor observation of student-demonstrated job search will occur and oral and written feedback will be provided to students.</p>
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar