



DOUGLAS COLLEGE

**EFFECTIVE: SEPTEMBER 2012
CURRICULUM GUIDELINES**

A. Division: Academic Effective Date: September 2012

B. Department / Program Area: Faculty of Commerce & Business Administration / Office Administration Revision New Course
 If Revision, Section(s) Revised: A, H, P, Q
 Date of Previous Revision: January 2005
 Date of Current Revision: May 2012

C: OADM 1400 **D:** Job Search **E:** 2

Subject & Course No.	Descriptive Title	Semester Credits
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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.		
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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 hours Seminar: 1 hour Number of Weeks per Semester: 15 weeks x 3 hours per week = 45 hours	H: Course Prerequisites: None I: Course Corequisites: None J: Course for which this Course is a Prerequisite OADM 1401 K: Maximum Class Size: 30	
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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.bctransferguide.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 modeling 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 Brendan Nagle. Essentials of Business Communication, Latest Canadian Ed., ITP Nelson. (Text also used in OADM 1240.)
or other textbook as determined by the instructor.

Q: Means of Assessment

Student Portfolio	20%
Interview Role Play	30%
Letter of Application and Resume	20%
Theory Test on Concepts	20%
Employability Skills (criterion based)	<u>10%</u>
	<u>100%</u>

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

This course is open for PLAR.

Course Designer(s) David Cordon, Titus Yip, Wilma McCrossan

Education Council / Curriculum Committee Representative

Interim Dean Julie Crothers

Registrar