

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: ADULT BASIC EDUCATION

IMPLEMENTATION DATE: SEPT. 1994

Revised:

Career Education Certificate CED 012
SUBJECT/NUMBER OF COURSE

Job Search I
DESCRIPTIVE TITLE

1 ABE
UCFV CREDITS

CALENDAR DESCRIPTION:

Job Search I will prepare students for job hunting by providing them with information about resume writing, the hidden job market, how to research employment opportunities, and how to get interviews. Classroom activity also includes interview simulation and practice in being assertive. Personal exploration through journal writing and individual research provides additional preparation for career choices.

RATIONALE:

Job Search I is one component of a program designed for people seeking entry or re-entry into the employment market with a career in mind.

COURSE PREREQUISITES: none

COURSE COREQUISITES: none

| | | | | | |
|--|-------------------------|-----------|------------|-------------------------|---------------|
| HOURS PER TERM FOR EACH STUDENT | Lecture | 18 | hrs | Student Directed | |
| | Laboratory | | hrs | Learning | hrs |
| | Seminar | 12 | hrs | Other - specify: | |
| | Field Experience | 10 | hrs | | hrs |
| | | | | TOTAL | 40 HRS |

MAXIMUM ENROLMENT: 20

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): H.M. Stewart

Chairperson:

Curriculum Committee

Department Head: _____

Dean:

PAC: Approval in Principle _____
(Date)

PAC: Final Approval: March 22, 1995
(Date)

JOB SEARCH I CED 012
NAME & NUMBER OF COURSE

SYNONOMOUS COURSES:

(a) replaces N/A
 (course #)

(b) cannot take N/A for further credit
 (course #)

SUPPLIES/MATERIALS:

1 (30 minute) video tape; standard student materials

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Throop, Robert K. Reaching Your Potential. Delmar Publishers Inc. Albany, New York, 1993.

OBJECTIVES:

Students will acquire basic skills preparation for successful employment and further education.

METHODS:

Small group projects; guided discussion; written assignments; oral presentations; lecture, individual interviews; experiential learning; research or field assignments.

JOB SEARCH I CED 012
NAME & NUMBER OF COURSE

STUDENT EVALUATION PROCEDURE:

- 50% portfolio of student work; e.g. a professional-looking resume
- 25% student self-evaluation; e.g. video interview
- 25% attendance; group participation; field work

COURSE CONTENT

- Session #1: Course introduction. A definition of CAREER. Taking stock of ourselves: values, jobs, and careers. Preparing to write a resume.
- Session #2: Looking ahead; the ideal job for you.
- Session #3: Resume formats: Which one for you? Where the jobs are; making contacts.
- Session #4: Find out about jobs: how and where.
- Session #5: The hidden job market.
- Session #6: Getting an interview and preparing for it.
- Session #7: The interview; most frequently asked questions.
- Session #8: Interview practice time.
- Session #9: Self employment. Goal setting: why and how.
- Session #10: Interview evaluations. Course evaluation.

(The instructor reserves the right to alter items-after consultation with the class)

Grading of percentage scores:

| | | | |
|----|--------|----|-------|
| A | 92-100 | A- | 89-91 |
| B+ | 86-88 | B | 83-85 |
| B- | 80-82 | C+ | 77-79 |
| C | 73-76 | C- | 70-72 |
| P | 65-69 | | |