



COURSE OUTLINE

JS 100

JOB SEARCH

**21 HOURS
1.5 CREDITS**

PREPARED BY: _____ DATE: _____
Eric Hennessey, Instructor

APPROVED BY: _____ DATE: _____
Shelagh Rowles, Dean

YUKON COLLEGE

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Course Outline prepared by Eric Hennessey, 7 July 2010.

Yukon College
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JOB SEARCH
(JS 100)

INSTRUCTOR: Eric Hennessey

OFFICE HOURS: By Appointment
OFFICE LOCATION: A2431

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COURSE DATES: April 5, 2011 to April 28, 2011
COURSE DAYS: Tuesday & Thursday
COURSE TIMES: 1:00pm – 2:30pm (consult timetable)

COURSE ROOM: A2406

COURSE LENGTH: 21 hours

COURSE CREDITS: 1.5

PREREQUISITES: BUSC 200, OP 100

COURSE DESCRIPTION:

Job Search 100 covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour services.

LEARNING OUTCOMES

Upon completion of this course, students will have an understanding of the job search process. This process involves becoming familiar with the current opportunities in the job market, selecting a current job opportunity suited to one's strengths and interests, and employing techniques to secure that employment.

Upon completion of the course, students will be able to

- Assess their work skills and job readiness.
- Employ a variety of job search and career planning strategies and research techniques, including networking, reading newspaper advertisements, interpreting Yukon Territorial Government job postings, and searching the Internet.
- Effectively interpret a statement of qualifications in order to target a resume, accurately and effectively complete application forms, and prepare for an interview.
- Design a professional looking resume and cover letter that highlight employment-related skills, abilities, and achievements.
- Prepare for and practice fielding various types of interview questions in role-play situations while maintaining a positive attitude and professional image.

DELIVERY FORMAT

The instructor's role is to facilitate learning in a workshop format. Course content will be delivered using lectures, videos, role-playing, and handouts. We are also privileged to have guest speakers volunteer their time to come to our class. To receive the full benefit of this course, your attendance and full participation in class sessions are essential.

There are 12 hours of scheduled class time, with the remaining 9 hours allocated to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

COURSE LENGTH

JS 100 is a 21-hour course. Students are expected to spend additional time as required to reinforce the course content.

COURSE REQUIREMENTS / EVALUATION

Students will be evaluated through selection of a current job posting, the production of a targeted resume and cover letter, and participation in a practical interview. Overall participation will also be taken into account.

Attendance

Regular student attendance and participation are essential. The class covers a variety of material, and missing a class will put a student at a disadvantage.

If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Assignments

Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student's name clearly printed on the folder tab. E-mailed assignments must have a subject line of "**JS100, Assignment Description**". The description to use for any given assignment may be found in the Syllabus. Append ", B" or ", C" and so on for revised submissions. Please e-mail assignments from the computer lab. *Marks will be deducted for improperly presented work.*

All assignments must be submitted *before the beginning of class* on the day requested unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Practical Component

Each student will be required to participate in a mock interview with classmates.

Determination of Final Mark

A final grade for this course will be assigned on a pass/fail basis. In order to receive a passing mark for the course, students must successfully complete the following activities:

- 1) Select a specific position/posting
- 2) Create a targeted resume and cover letter
- 3) Participate in mock interviews
- 4) Attend and participate in classroom activities

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

GRADES ON TRANSCRIPT

For transcript purposes, your final mark will be translated into either a "P" (pass) or an "F" (fail).

REQUIRED TEXTBOOKS AND MATERIALS

1. Kilgour, Lauralee, et al., *Administrative Procedures for the Canadian Office, 7th Ed.*, Prentice Hall, Toronto, Ontario, 2006.
2. Guffey, Nagle, *Essentials of Business Communication, 5th Ed.*, Nelson, Scarborough, Ontario, 2007.
3. File folders, pens, pencils, looseleaf paper, binder.

Handouts will be provided for workshops as required. You will need a binder to organize your course materials. Please ensure that you receive all handouts.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary.

The last day that a student may formally withdraw from the course without academic penalty is **April 14, 2011**.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

SYLLABUS (subject to revision)

Day of Week	Date		Assn Due
Tuesday	Apr 5, 8:30	Course Outline & the Job Search	
Thursday	Apr 7, 8:30	The Resume (Employment Central)	
Tuesday	Apr 12, 1:00	The Resume (bring your resume if you have one)	
Thursday	Apr 14, 1:00	Applying for a YTG Job (YTG Human Resources)	
Tuesday	Apr 19, 1:00	Resume Work Period (Computer Lab)	Position
Thursday	Apr 21, 1:00	The Interview	Resume
Tuesday	Apr 26, 1:00	Interview Role Play	Interview
Thursday	Apr 28, 1:00	Labour Services (YTG Labour Services)	