

OA163
Career and Employment Strategies

3 Credits

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OA163 Version: 1



Career and Employment Strategies

Calendar Description

This course assists students with obtaining career and employment strategies. Specifically, it concentrates on increasing the students' awareness and understanding of the job search, résumé writing, interview skills, communication skills, and best practices for employees. It also allows students to research and determine the industry sector for their practicum placement.

Rationale

This is a required course for the Administrative Professional program. The course is comprised of a variety of lectures, class discussion, in-class exercises, and research exercises. This course is designed to develop and hone essential employability skills for students prior to their practicum placements. This course focuses on two key areas: (1) obtaining employment and (2) developing career thrust.

Prerequisites

Passing grade of all other courses in the Administrative Professional certificate.

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. research industry sectors using a variety of valid websites and printed material.
2. create marketable cover letters and résumés.
3. practice interview skills by participating in mock interviews.
4. examine and explore foundational workplace basics.
5. manage stress and personal problems.
6. develop cross-cultural competence.
7. demonstrate professionalism.
8. develop good work habits.
9. use proper conduct and workplace etiquette.

Resource Materials

Required Texts:

Guffey, M., Loewy, D., & Almonte, R. (2016). *Essentials of business communication* (9th ed.).

Toronto, ON: Cengage Learning.

Dubrin, A. J. (2017). *Human relations for career and personal success: Concepts,*

applications, and skills (11th ed.). Boston, MA: Pearson.

Conduct of Course

This course consists of 45 hours of lecture. Lecture, discussion, assignments, mock interviews, and role-playing are used in the delivery of this course. To enhance the experiential setting of this course and to stimulate discussion and thought, this class is composed of both interactive lectures and group sessions.

Evaluation Procedures

Job Search, Resume and Cover Letter Writing, Interview, & e-Portfolio	50%
Career Self-Assessment	35%
Research Paper	<u>15%</u>
Total	100%

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the

satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

If you do not meet the established attendance requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

Course Units/Topics

Unit I: Job Search Skills, Résumé and Cover Letter Writing

Unit II: Interview Skills

Unit III: Developing Career Thrust

Unit IV: Managing Stress and Personal Problems



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