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The bridge to your future

**School of Business, Hospitality and Creative Design
Office of Co-op and Career Services**

myCareer Centre

Course Outline – 2013F

Course Code: JSS 1001

Course Title: Job Search & Success

Prepared By: P. Helps & J. Hill

Date: June 2011

Revised By: P. Helps & J. Hill

Date: Sept. 2013

Approved By:

Manager, myCareer Centre & Employment Ontario Programs

Prerequisite: None

Corequisite: None

Prerequisite for: None

1. Course Description

This course is designed to give the student an understanding of how to conduct a job search. This includes effectively designing a cover letter and resume, online job searches, informational interviewing as well as presenting oneself positively in a job interview. Job safety and job success are also discussed.

2. General Education and Essential Employability Skills

This course provides the following provincial Essential Employability Skills:

- #1: Communication
- #3: Critical Thinking and Problem Solving
- #4: Information Management
- #5: Interpersonal
- #6: Personal

Is this course approved as a General Education course?

☒ **No** ☐ **Yes**

Students should refer to their program's restricted General Education courses for final determination.

3. Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Access systems and services at Lambton College regarding their job search and success
2. Create and effectively use marketing materials and strategies
3. Recognize current interview techniques especially behaviour based interviewing
4. Recognize the rights, responsibilities, safety and success strategies in the workplace
5. Recognize the importance and appropriate use of social media in a successful job search

4. Course Objectives

*Learning Outcome
Reference Number*

Unit 1 *Introduction*

- | | | |
|-----|---|-----|
| 1.1 | Explain course expectations | [1] |
| 1.2 | Describe the purpose of self-assessment & promotion | [1] |
| 1.3 | Log onto LION for JSS-100 | [1] |

Unit 2 *Laying the Foundation*

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|-----|--|-----|
| 2.1 | Identify principles of work place safety | [4] |
| 2.2 | Identify steps to career success | [2] |
| 2.3 | Develop profile of chosen profession | [2] |

Unit 3 *Resumes – Part A*

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|-----|--|-----|
| 3.1 | Identify types of resumes | [2] |
| 3.2 | Identify the sections of a resume | [2] |
| 3.3 | Explain the difference between an objective or a branding statement/personal profile | [2] |

Unit 4 *Resumes – Part B*

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|-----|--|-----|
| 4.1 | Create an up-to-date professional program specific resume utilizing Optimal Resume | [2] |
| 4.2 | Explain the importance of references | [2] |
| 4.3 | Construct a reference page | [2] |

Unit 5 *Career Correspondence and Applications*

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|-----|--|-----|
| 5.1 | Identify the purpose and components of a cover letter | [2] |
| 5.2 | Write a professional cover letter | [2] |
| 5.3 | Describe how to construct a professional and appropriate email | [2] |
| 5.4 | Explain the do's and Don'ts of completing an application form | [2] |

Unit 6 *Active Job Search & Social Media*

- 6.1 Conduct an active job search [2]
- 6.2 Explain the importance of networking and be able to start networking [2]
- 6.3 Explore resources used in both job search and networking [1]
- 6.4 Identify various forms of social media [5]
- 6.5 Explain the appropriate use of social media [5]

Unit 7 *Interviewing – Part A*

- 7.1 Explain preparation and appropriate use of portfolios [2]
- 7.2 Prepare in advance for interviewing [3]
- 7.3 Research a company [3]
- 7.4 Identify appropriate attire for interviewing [3]
- 7.5 Explain stages of an interview [3]

Unit 8 *Interviewing – Part B*

- 8.1 Explain behaviour based interviewing and know how to apply these principles to any interview situation [3]
- 8.2 Role play mock interview with classmates [3]

Unit 9 *Mock Interview*

- 9.1 Role play a mock interview with instructor/guest [3]
- 9.2 Evaluate classmates during mock interview

Unit 10 *It's All About Respect*

- 10.1 Explain the law regarding harassment in the work place [4]
- 10.2 Identify and address harmful stereotypes in the workplace [4]
- 10.3 Implement respectful workplace strategies [4]
- 10.4 Access verbal and non-verbal tools to diffuse situations [4]

Unit 11 *Job Success*

- 11.1 Describe the importance of work ethics to job success [4]

5. Resources and Supplies

a. Required

Career Focus Canada, A Personal Job Search Guide 6th Edition

b. Supplemental

None

6. Methodology

This course is participatory in nature and includes: lectures, class discussion, group work, PowerPoint, handouts, online learning, possible guest speakers and videos. Course materials and resources are available on LION.

7. Student Evaluation

The passing grade in this course is a "D"

The following elements will determine the student's final grade:

Quiz 1 - ONLINE	(Due unit 3 before class)	5%
WorkSmart Campus	(Due unit 9 in class)	15%
Optimal Resume	(Due unit 5 in class)	25%
Cover Letter	(Due unit 7 in class)	15%
Quiz 2 – ONLINE	(Due unit 10 before class)	10%
Quiz 3 – ONLINE	(Due unit 11 before class)	5%
Final Test	(In Class)	25%
TOTAL		100%

In the event that the final test is missed, the following guidelines must be followed:

- If a student knows prior to the day of the final test that he/she will be unable to attend the scheduled final test, he/she must notify the instructor in advance.
- If on the day of the final test the student is unable to attend class, he/she must notify the instructor before the test by phone or email.
- For cases (a) and (b), an alternate test time may be granted, depending on the circumstances. The instructor can request documentation to validate the absenteeism.
- If the student does not comply with the guidelines in (a), (b) and (c), **THERE WILL BE NO MAKEUP TEST ALLOWED.** The student will receive a mark of zero for the test.

Note: ALL ASSIGNMENTS ARE DUE IN CLASS. Late assignments will result in a **ZERO** unless the instructor has agreed **IN ADVANCE** that there is justification for the learner not handing in the assignment on time. The instructor is NOT OBLIGATED to accept late assignments.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

Mark (%)	Grade	Grade Point	Mark	Grade	Grade Point
94-100	A+	4.0	67-69	C+	2.3
87-93	A	3.7	63-66	C	2.0
80-86	A-	3.5	60-62	C-	1.7
77-79	B+	3.2	50-59	D	1.0
73-76	B	3.0	0-49	F	0.0
70-72	B-	2.7			

8. Related Items

Students with Disabilities

If you are a student with a disability please identify your needs to the professor and/or the Services for Students with Disabilities so that support services can be arranged for you. You can do this by making an appointment at the SSD, Room L103 ext.3427 or by arranging a personal interview with the professor to discuss your needs.

Student Rights and Responsibility Policy

Acceptable behaviour in class is established by the instructor and is expected by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

Prior Learning Assessment Statement

This course is eligible for Prior Learning Assessment

☐ **Yes** ☒ **No**

If yes has been selected, you may choose to contact the Counselling Department for advice on Prior Learning Assessment.

Date of Withdrawal without Academic Penalty

Please consult the Academic Regulations and Registrar's published dates.

Waiver of Responsibility

Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the College.

Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.