



COURSE OUTLINE

Course Name: Job Search Techniques

Course Number: ACED 0707

Number of Credits: 1.0

Effective Date: January 2017

Course Description:

This course provides students with the opportunity to develop professional job search documents and review and practice interview skills. Students learn about different work search strategies and apply for positions.

ACED 0707, 0709, 0710, and 0711 are required for completion of ABE Provincial level Career Planning

School or Centre:

School of Arts and Sciences

Year of Study:

ABE Provincial Level (Grade 12)

Course History:

Revised Course

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

English 9 or equivalent

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Instructional Strategies:

This course is offered in one of two formats: self-paced on-line or class-based. This course is a combination of classroom instruction that includes workshops, computer lab and assignments. Students will be expected to work individually, in small groups and as a whole class to complete the course curriculum.

Course Learning Outcomes:

Students will meet the learning outcomes for ABE Provincial level Career Planning as stated in the most recent ABE Articulation Guide.

Program Learning Outcomes:

If this course is taken as part of the ABE Graduation or Intermediate Certificate program, see the relevant Program Content Guide for the program learning outcomes.

Evaluation/Grading System

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		D

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	50	Completed resume, cover letter and references sheet. Job Search Documents. Job Interview Review
Participation	50	Role play, interview skills practice and group discussion
Total		100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	12	
S - Self-paced	12	
Total		24

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics:

Building a professional resume
Cover letters
Hidden Job Market and Networking
Health careers-tips for job search
Developing leads lists
Common Interview Questions
Applying for work
What to wear to an interview
Thank you letters

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Approved by Curriculum Committee:	October 25, 2016	Approved by Education Council:	
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