



## **COURSE OUTLINE**

**JS 100**

**JOB SEARCH**

**1.5 CREDITS**

PREPARED BY: Christina Thomas, Instructor  
APPROVED BY: Margaret Dumkee, Dean

DATE: November 29, 2018  
DATE: December 17, 2018

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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## JOB SEARCH

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<b>INSTRUCTOR:</b> Christina Thomas	<b>OFFICE HOURS:</b> Thursdays 11 to Noon
<b>OFFICE LOCATION:</b> A2610	<b>CLASSROOM:</b> A2406
<b>E-MAIL:</b> cthomas@yukoncollege.yk.ca	<b>TIME:</b> 1 to 2:30 p.m.
<b>TELEPHONE:</b> (867) 668-8755	<b>DATES:</b> March 19 to April 16, 2019

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### 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.

### PREREQUISITES

None

### EQUIVALENCY OR TRANSFERABILITY

None

### 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 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.

## COURSE 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. For effectiveness and value of the learning process, your attendance and full participation in class sessions are essential.

## ASSESSMENTS:

### Attendance & Participation

Regular student attendance and participation are essential. Because the material covers a variety of topics (some of which are covered in handouts), missing classes will put you at a disadvantage.

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

### Assignments

**Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually.** All assignments must be handed in *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. 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.

### **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.

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 all classroom activities

### **GRADES ON TRANSCRIPT**

For transcript purposes, final marks 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, 9th Ed., Prentice Hall, Toronto, Ontario, 2014.
2. Guffey, Loewy, and Almonte Essentials of Business Communication, 8th Ed., Nelson, Toronto, Ontario, 2016.
3. File folders, pens, pencils, looseleaf paper, binder.

Materials will be made available on the course page as required. You will need a binder to organize your course materials. Please ensure that you review the material on the course page.

## **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of

Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.ca/yfnccr).

### **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): [lac@yukoncollege.yk.ca](mailto:lac@yukoncollege.yk.ca).

## Job Search 100 Course Outline

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**SUBJECT TO CHANGE - PLEASE BE FLEXIBLE!**

CLASS	DATE	TOPICS	ASSIGNMENT DUE
1	March 19	Applying to Yukon Government (Guest Speaker from PSC)	
2	March 21	Course Outline and Job Search	
3	March 26	The Resume	Position
4	March 28	The Resume (Guest Speaker from Employment Central)	
5	April 2	Cover Letter Work Period	
6	April 4	Resume/Cover Letter Work Period	Resume and Cover Letter
7	April 9	The Interview (Guest Speaker(s) from YC HR Dept.)	
8	April 11	Labour Standards (Guest Speaker)	
9	April 16	Mock Interview	Interview