



## ESEP-006 – Job Search Skills

### College Preparation and Upgrading

**Effective Term & Year:** Fall 2022  
**Course Outline Review Date:** 2027-03-01

**Program Area:** Upgrading for Academic and Career Entry

#### Description:

This course is intended to guide students through a personal job search. After participating in Occupational Skills and Work Experience 004, students will update their resumes and look for their own jobs. In order to do this, students will learn networking skills as well as how to use community resources available to them.

#### Program Information:

This course is required to complete the Education and Skills for Employment Program.

**Delivery Methods:** On-campus (Face-to-Face)

**Credit Type:** ABE Credits

**Credits:** 0

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
<b>Total</b>	<b>30</b>

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**Course Requisites:**

None

**Flexible Assessment:** No

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**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

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**Textbook Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Websites

[www.nindeed.com](http://www.nindeed.com) /British Columbia

[www.monster.ca/Jobs-In-British-Columbia](http://www.monster.ca/Jobs-In-British-Columbia)

[www.hiringworkpolis.com](http://www.hiringworkpolis.com)

WorkBC <http://www.bc.ca/careers>

[www.canada.ca/en/services/jobs/opportunities](http://www.canada.ca/en/services/jobs/opportunities)

*Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.*

## Learning Outcomes:

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

- complete personal and career interest inventories;
- assess educational requirements for personal career options;
- conduct a local job market analysis;
- develop appropriate job-targeted cover letters;
- update existing resumes and create new ones where necessary;
- demonstrate effective job search techniques;
- in interpret job ads;
- use community and support placement services;
- identify the pros and cons of when and how to disclose one's disability; and
- demonstrate networking skills towards building employment relationships.

## Course Topics:

- Job Markets
- Cover Letters
- Resumes
- Support Services
- Networking Skills

*See instructor syllabus for the detailed outline of weekly readings, activities and assignments.*

## Evaluation and Assessments

### Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Job Search Assignments	60%
Cover Letters	20%
Resume	20%
Total	100%

### Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

**Pass requirements:** None

**Evaluation Notes Comments:**

A completion of 75% or higher is required.

**Exam Attendance:**

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

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**Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
  - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
  - Policy 2.5.8 Academic Performance
  - Policy 2.5.3 Grade Appeal
  - Policy 2.4.9 Student Concerns Re Faculty
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**Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.