

Student Development	New Course:	Y	Department:	Stud
Revision of Course Information Form	Program:			
Skills	E: 1	C: CAEP 320	D:	Job Search
Title	Semester Credit	Subject & Course No	Prerequisites	Description

provide adults with a disability the skills necessary to find appropriate work placements, paid employment or volunteer positions in a field that matches their career

C, E, F

CAEP 320 - Job Search Skills

Subject and Course Evaluation
Required by Students (Use Bibliographic Form):

Nil
N. Textbooks and Materials to be Purchased

Complete Form with Edition Information
COURSE EVALUATION

OBJECTIVES

O. COURSE OBJECTIVES

- Individualized job search techniques in order to properly market skills and experience including:
 - developing appropriate - job targeted cover letters
 - updating existing resumes and creating new ones where necessary
 - developing network skills
 - finding the 'hidden jobs'
 - understanding job ads

To learn in order to develop

USE OF COMMUNITY AND SUPPORT PLACEMENT SERVICES
use of telephone and cold calls
developing volunteering to create work opportunities
handling issues of disability

P. COURSE CONTENT

1. Writing cover letters, resumes
 2. Reading newspaper ads for content
 3. Practice in telephone
 4. Organizing a system
 5. Practice in telephone
 6. Organizing a system
 7. Practice in telephone
 8. Organizing a system
- from information and interviews.
practicing job interview skills to build self-confidence.
methods of accessing market information, business directories, job posting, community and support placement services.

Q. METHOD OF INSTRUCTION

Instructional methods for job search, communications, and resume writing.

Subject and Course Number

EVALUATION

R. EVALUATION

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