



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **INSTRUCTIONAL L L**

1190

D: Professional Readiness I: Markets and Job Applications E: 1

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course is the first of fo		

Q: Means of Assessment

Students will demonstrate their mastery of course material through assignments and participation in discussion, group work, and interviews. At least one individual interview with the instructor will be required.

Students are expected to be self-motivated and to demonstrate professionalism, which includes active participation, good attendance, punctuality, effective collaboration, ability to meet deadlines, presentation skills, and accurate self-evaluation.

Evaluation will be based on this general format:

Market analysis report (written)	20%
Market analysis report (oral)	10%
Cover letters (totalling)	20%
Resumes (totalling)	40%
Professionalism (as defined)	10%
	100%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar