



AMENDMENT TO THE COURSE OUTLINE ACADEMIC YEAR 2017/2018

COURSE TITLE:	Skills for Employment
COURSE CODE:	WORK 120
CREDIT VALUE:	0
PRE-REQUISITE(S):	None
PRE-REQUISITE FOR:	Work Placement (WORK 121, WORK 122)
PROGRAMS:	*Work Placement designated Diploma programs in the School of Applied Technology
PLAR ELIGIBLE:	No

REGISTRATION DETAILS:

COURSE TERM:	Fall 2017 Continuing Education
CRN:	50405
FEE:	\$285 (\$Cdn)
DEADLINE TO REGISTER:	September 26, 2017
LAST DATE TO DROP:	October 20, 2017
COURSE START DATE:	December 4, 2017 (Workshops begin Week of December 4)
WITHDRAW DATE:	December 5, 2017
COURSE END DATE:	January 23, 2018

*Registration is only open to students in Semester 3 of a Designated Diploma program (ARC, ATMN, CENG, CIVL, ELEC, ELIC, HVAC, MECH or SNRG) and Semester 1 DEC.

Course Description

The purpose of this course is to help students develop the skills to conduct a job search, with a focus on entering their intended field. Students will learn about essential employability skills, resume development, self-marketing strategies, and preparing for interviews.

This course is open to all students in the designated Diploma programs, in specific semesters, as noted above. For students intending to participate in the optional work placement program (**WORK2LEARN**), this course starts the admission process and is a pre-requisite for WORK121/122, Work Placement.

Fees:

There is a one-time fee of \$285 (\$Cdn), payable at the time of registration in WORK 120. Fees cover the costs associated with **WORK2LEARN**, including the courses WORK120 and WORK121/122, the preparation workshop, resume feedback, mock interviews, employer marketing and outreach, career events, the job posting system and employer database, administration and student placement support. **WORK2LEARN fees are non-refundable.**

Learning Outcomes

Upon successful completion of WORK 120 - Skills for Employment, students will be able to:

1. Identify and describe their employability and technical skills;
2. Develop an effective resume;
3. Start to develop a network of contacts;
4. Develop and verbally deliver a personal introduction;
5. Prepare for job interviews;
6. Provide effective responses to interview questions;
7. Understand the requirements and expectations of the work placement program.

Learning Delivery Format

- Facilitator-led Job Search Workshop including class discussion around skills, resume development component, and scripting of a personal introduction, designed to help learners build skills to be used in their job search.
- Deliverables provide opportunities for a learner to apply the general techniques described in the Workshop to his/her personal goals and circumstances.
- Post Workshop, students will have access to an Employment Advisor to further building skills and confidence, and obtain feedback on their resume, personal introduction, and interviewing skills.
- Online activities include accessing resources on our website and BlackBoard.

Learning Resources - Supplemental Resources

- Job Search Workbook & Resource Manual E-version; School of Applied Technology Work Placement Services at <http://appliedtechnology.humber.ca/work-placement/job-search-resources.html>
- Sample resumes and cover letters accessible in BlackBoard
- YouTube videos
- Other materials to be supplied by the Facilitator

Course Content

WORKSHOP	TOPIC(S)	ASSESSMENTS	RESOURCES
Job Search Workshop	Skills Identification Resume Development Networking Job Search Techniques Personal Introduction Employment Interviews	Participation in Workshop Final Resume Personal Introduction (verbal delivery) Work Term Policy Agreement form (must be signed by student)	e-Workbook Sample resumes Handouts in class Personalized feedback on draft resume

Student Evaluations

In order to receive a satisfactory evaluation in WORK 120, students are required to **attend the mandatory Job Search Workshop, participate in group exercises, and successfully complete all deliverables**. Students will be given a grade of Satisfactory (SAT) or Unsatisfactory (UNS).

DELIVERABLE	
Deliverable #1 - Final Resume	Required
Deliverable #2 – Personal Introduction	Required
Deliverable #3 - Work Term Policy Agreement form	Required
Final Evaluation	SAT/UNS

Course Specific Expectations – Attendance and Participation:

- WORK 120 is a non-credit course, therefore, the Job Search Workshop will not appear on the student's timetable. It is the student's responsibility to attend the workshop timeslot they signed up for, as well as check their email for notes/reminders from Work Placement Services.
- Since the workshop covers job search essentials and the behaviours expected in the workplace, attendance in the Job Search Workshop is **mandatory**. Punctuality and the submission of deliverables by the published due dates are also expected.
- Students who miss the workshop will have the opportunity to make up the workshop in the next academic term.

Academic Concerns/Appeals/Prior Learning Assessment and Recognition (PLAR)/Exceptions

Not available for PLAR. Questions/concerns regarding a deliverable or final evaluation should be discussed with the Workshop Facilitator. For exceptions to this document, or if the student and Facilitator are unable to resolve issues, the Manager, Work Placement Services will assist.

Policies and Procedures

It is the student's responsibility to be aware of the College Academic Regulations which can be found at www.humber.ca/policies/academic-regulations