



## Job Search Skills – ESEP 006

### Education and Skills for Employment Program

### Course Outline

COURSE IMPLEMENTATION DATE: January 2017  
OUTLINE EFFECTIVE DATE: September 2022  
COURSE OUTLINE REVIEW DATE: March 2027

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**GENERAL COURSE 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.

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

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**Delivery:** This course is delivered face to face.

**COTR Credits:** None

**Hours for this course:** 30 hours

**Typical Structure of Instructional Hours:**

Instructional Activity	Duration
Lecture Hours	30
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	
<b>Total</b>	<b>30</b>

**Practicum Hours (if applicable):**

Type of Practicum	Duration
On-the-Job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	<b>N/A</b>

Other Contact Hours:

- Guided Practice

**Course Outline Author or Contact:**

Paul Brady, MAEd, BA, PID

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Signature

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**APPROVAL SIGNATURES:**

Department Head

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Dean of Trades and Technology

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Department Head Signature

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Dean Signature

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Valid from: September 2022 – March 2027

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Education Council Approval Date

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**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** Admitted to ESEP or instructor permission

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA  Yes  No

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

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## Textbooks and Required 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.hiringworkpoli.com](http://www.hiringworkpoli.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 <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.*

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## 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.
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## COURSE TOPICS:

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

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

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**EVALUATION AND ASSESSMENT (Face-to-Face Delivery):**

Assignments	% Of Total Grade
Job Search Assignments	60%
Cover Letters	20%
Resume	<u>20%</u>
Total	100%

**COURSE GRADE:**

A completion of 75% or higher is required.

<b>COM</b>	Completed to defined standard
<b>NCG</b>	No Credit Granted

**ACADEMIC POLICIES:**

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.