

GRANDE PRAIRIE REGIONAL COLLEGE
ACADEMIC UPGRADING DEPARTMENT

COURSE: WORK PREP / CAREER EXPLORATION

JR0070

SYLLABUS

Instructor: Bill Shaw
Office: C207
Phone: 2713

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ACADEMIC UPGRADING DEPARTMENT

SYLLABUS

COURSE NAME: Work Prep/Career Exploration
JR0070

TIME: Monday and Wednesday
1:00 - 1:50 pm.

DURATION: 7 weeks: 14 hours

INSTRUCTOR: Bill Shaw
Office: C207
Telephone: 539-2713

SUPPLIES: Three ring binder, pen, pencil and note paper.
One (3.5" disk).

**COURSE
REQUIREMENTS:**

1. To attend every class on time.
2. To take all quizzes and exams on time.
3. To participate in individual and group activities and discussions
4. To complete all take home assignments.

**ATTENDANCE
POLICY:**

Attendance is **REQUIRED** and will be recorded at each class. The instructor will be notified if it is impossible to attend. The student is expected to assume responsibility for course work and assignments missed when absent.

CLASS FORMAT:

1. In the classroom, lecture will be the mode of delivery, accompanied by guest speakers, videotapes and filmstrip/cassette presentations.
2. Students are expected and encouraged to participate with on-going classroom discussions
3. Each lesson will begin with a brief review of the last class, followed by an explanation of objectives for the day.
4. Students are encouraged to make a good set of notes on the material covered in class.
5. Students will accompany the instructor on a field trip to the Provincial Building (Career Centre). Career Activity

**COURSE
OBJECTIVES:**

THE STUDENT WILL BE ABLE TO:

- Successfully complete a job application form.
- Take the appropriate steps for completing a personal resume.
- Identify the steps involved for improving one's chances for a successful job interview.
- Describe the differences between a job interview and a informational interview.
- Successfully complete a mock job interview.
- Successfully complete an informational interview pertaining to their area of career interest.
- Identify their personal interests.
- Explore their aptitudes (things their good at).
- Take a closer look at their values and how it could relate to different types of careers.
- Gain greater skills and techniques that will be helpful in selecting more meaningful employment.
- Develop techniques to better prepare themselves for the whole field of job search and work readiness.

**COURSE
EVALUATION:**

ATTENDANCE	5%
APPLICATION FORMS	5%
PERSONAL FACT SHEET	5%
RESUME	15%
INFORMATIONAL INTERVIEW	15%
JOB INTERVIEW (TAPED)	15%
CAREER ASSIGNMENTS	20%
FINAL EXAM	<u>20%</u>
	100%