

CDO152e Job Search Skills

Level: 1

Credit Units: 2.5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

E-Learning: BLENDED - Learning is done MAINLY online using interactive study materials in Canvas. Students receive guidance and support from online instructors via discussion forums and emails. This is supplemented with SOME face-to-face sessions. If the course has an exam component, this will be administered on-campus.

Synopsis:

The objective of the course is to help students develop themselves positively in cover letters, resumes, and interviews, and learn to access the 'hidden' job market through professional and social networks.

The above competencies would be achieved through a combination of the e-learning, self-directed learning and experiential learning modes. Assessment will be in the form of three TMAs and a practical component. The practical component assesses students' ability to secure an internship of at least 8 weeks or a work attachment of at least 24 weeks.

During the course, students will have the opportunity to brainstorm, analyse and role play as they learn to write a cover letter and résumé, and to conduct themselves professionally in a formal job interview. Real-life case studies will be used as the contexts for these exercises.

At the end of the course, students will be able to prepare a job-specific Cover Letter and competitive Resume, and perform competently and confidently at job interviews for internship, work attachment and graduate employment.

Topics:

- Job-specific Cover Letter I (online)
- Job-specific Cover Letter II (face to face)
- Competitive Resume I (online)
- Competitive Resume II (face to face)
- Job Interview I (online)
- Job interview II (face to face)

Learning Outcome:

- Identify industry and job market trends and disruptions, and skills required to meet future job requirements.
- List the ASK required and/or expected by employers based on industry, company and job requirements.
- Match desired personal ASK with employers' requirements and/or expectations.
- Explain at least two job search strategies and how to build professional/social networks to increase win rate.
- Prepare job-specific cover letter and competitive résumé based on industry, company and job requirements.
- Show how to conduct oneself under different interview settings.
- Apply interviewee response techniques to handle questions on character, credentials and career aspirations as well as situational, behavioural and odd ball questions.
- Describe key networking strategies.

Assessment Strategies (Daytime Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	10
	TUTOR-MARKED ASSIGNMENT 1	30
	TUTOR-MARKED ASSIGNMENT 2	30
	PRACTICAL SESSION 1	30
Total		100