



School of Business and Leadership
JS 100 Job Search Strategies
Hyflex Delivery
CRN 20081
Term: Winter 2024
Number of Credits: 1.5

COURSE OUTLINE

INSTRUCTOR: Deanna McNaught
EMAIL: dmcnaught@yukonu.ca
OFFICE HOURS: by appointment
CLASSROOM: A2702 and on Zoom (simultaneously in person and on Zoom)
CLASS TIME: 1:00 pm to 2:20 pm, Tuesdays and Thursdays
DATES: March 12 to April 4, 2024

COURSE DESCRIPTION

Job Search 100 covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including networking, using the Internet to job search, creating an effective resume, practicing interview techniques, and understanding labour standards. Upon completion of this course, students will have an understanding of the job search process. This process involves becoming familiar with the current opportunities in the job market, selecting a current job opportunity suited to one's strengths and interests, and employing techniques to secure that employment.

This course requires that students apply the grammar and proofreading skills presented in BUSC 100.

COURSE REQUIREMENTS

Prerequisite(s): BUSC 200, OP100 with a grade of 70% or higher.

RELATED COURSE REQUIREMENTS

JS 100 is a hyflex course where some students will be online and others will be in person at the same time. Online students must have consistent access to a reliable internet connection and a reliable computer with Microsoft Office software.

Students will use their Yukon University email for communication with the instructor. There is an expectation that students will log into the Moodle site every week. Moodle is where students will find the course outline, weekly schedule, and course resources.

EQUIVALENCY OR TRANSFERABILITY

None

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to do the following:

- Assess their work skills and job readiness
- Employ a variety of job search and career planning strategies and research techniques, including networking, searching advertisements, interpreting Yukon Government job postings
- Effectively interpret a statement of qualifications in order to target a cover letter and resume, accurately and effectively complete application forms, and prepare for an interview
- Design a professional resume and cover letter that highlight employment-related skills, abilities, and achievements
- Prepare for and practice various types of interview questions in roleplay situations while maintaining a positive attitude and professional image

COURSE FORMAT

The course content is presented through instructor interaction, learning activities, and group work. These will be accessed through our course website at www.moodle.yukonu.ca. A weekly schedule and course outline will be presented on Moodle for students to review.

TEXTBOOK and LEARNING RESOURCES

We will be using the employment chapters in textbooks from BUSC 200 and OP 100, as well as other resources included on the course Moodle page.

ATTENDANCE AND COURSE ENGAGEMENT

Course content will be provided on Moodle. Regular student participation with the class

discussions and course materials is necessary for success in the course. Materials covered each week will be cumulative, and missing courses and coursework will put a student at a serious disadvantage. Writing skills will be practiced and assessed each week.

Your instructor has the discretion to treat each late assignment and missed test individually. All assignments will be submitted by deadline unless previous arrangements have been made in writing with the instructor.

EVALUATION

Skills Inventory	25%
Targeted Cover Letter	25%
Targeted Resume	25%
Mock Interview	25%
Total	100%

To pass this course, students must obtain 60% or higher.

Access to a computer and Microsoft Word is required. As a Yukon University student, you have access to Office 365 (including Word). Please see the [IT help page](#) for instructions on how to access Office 365 and download Word on your personal device.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from any Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr to complete this online, self-directed course.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations and Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation because of a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition) should contact Accessibility Services for valuable resources or to arrange academic accommodations: access@yukonu.ca.