

# Course Outline

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School:	Eng. Tech. & Applied Science
Department:	Information and Communication Engineering Technology (ICET)
Course Title:	Employment Skills I
Course Code:	EMPS 101
Course Hours/Credits:	14
Prerequisites:	BTEC 227, CNET 104, CNET 307, COMM 160, COMM 161, COMM 170, COMM 171, COMP 246, ETEC 223
Co-requisites:	N/A
Eligible for Prior Learning, Assessment and Recognition:	N/A
Originated by:	Mohamed Khan, Sherene Shaw
Creation Date:	Fall 2020
Revised by:	Mohamed Khan, Tom Fung
Revision Date:	Winter 2025
Current Semester:	Fall 2025
Approved by:	



Clarence Cheung, Associate Dean/Dean,  
Eng. Tech. & Applied Science

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*Students are expected to review and understand all areas of the course outline.*

*Retain this course outline for future transfer credit applications. A fee may be charged for additional copies.*

*This course outline is available in alternative formats upon request.*

## Acknowledgement of Traditional Lands

Centennial is proud to be a part of a rich history of education in this province and in this city. We acknowledge that we are on the treaty lands and territory of the Mississaugas of the Credit First Nation and pay tribute to their legacy and the legacy of all First Peoples of Canada, as we strengthen ties with the communities we serve and build the future through learning and through our graduates. Today the traditional meeting place of Toronto is still home to many Indigenous People from across Turtle Island and we are grateful to have the opportunity to work in the communities that have grown in the treaty lands of the Mississaugas. We acknowledge that we are all treaty people and accept our responsibility to honor all our relations.

## Course Description

In Employment Skills 1 students will learn the ability to seek career opportunities and effectively market their knowledge, skills and abilities tailored to these opportunities. Students will identify and catalog work and/or voluntary experience, education and skills as employable assets and leverage these to obtain suitable employment that is consistent with their career plans and goals. This is accomplished by the following strategies:

- a) Prepare a Curriculum Vitae (CV)/Resume based on job-research relevant to students' respective programs.
- b) Use of Social media
- c) Prepare a career portfolio.
- d) Attend a simulated/mock job interview scenario.
- e) Active assistance of Centennial College Career Services
- f) Apply strategies to grow and excel on the job

## External Standard Information (ESI)

N/A

## Program Outcomes

Successful completion of this and other courses in the program culminates in the achievement of the Vocational Learning Outcomes (program outcomes) set by the Ministry of Colleges and Universities in the Program Standard. The VLOs express the learning a student must reliably demonstrate before graduation. To ensure a meaningful learning experience and to better understand how this course and program prepare graduates for success, students are encouraged to review the Program Standard by visiting <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/>. For apprenticeship-based programs, visit <https://www.skilledtradesontario.ca/about-trades/trades-information/>.

## Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Create detailed long-term and short-term plans to meet educational and career goals; beginning with a self-assessment of their work history, education, transferable skills, and skill gaps; and taking available resources into account
2. Discuss how their work history relates to their new career objective and express their reasons for

being drawn to this new occupation/industry

3. Compile a career portfolio that provides employers with tangible evidence of the student's education, skills, experience, and professionalism
4. Create effective cover letters and resumes that market their unique skills and experience in relation to a specific job
5. Evaluate potential jobs and employers—including the qualifications required and the employers' mission, vision, and corporate social responsibility profile—for alignment with the student's own education, experience, and values
6. Use the internet (e.g., social media), Centennial's Career Services, and other methods to more effectively network, identify opportunities, and gather information that could aid in career advancement
7. Interview effectively by developing answers to common questions that highlight relevant skills and experience; practicing a professional, confident, and positive delivery; and following up appropriately
8. Apply evidence-based strategies to grow and excel on the job

## Essential Employability Skills (EES)

The student will reliably demonstrate the ability to\*:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for diverse opinions, values belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

*\*There are 11 Essential Employability Skills outcomes as per the Ministry Program Standard. Of these 11 outcomes, the following will be assessed in this course.*

## New Essential Skills (NES)

The student will reliably demonstrate the ability to\*:

5. Explore, gather, interpret and visualize industry-relevant data to effectively communicate analytical insights for evidence-based decision making.
6. Work with others toward a common purpose.
8. Reflect on one's actions to engage in a process of continuous learning.
9. Build personal resilience to maintain one's well-being, maximize performance and achieve goals in continuously changing environments.

*\*There are 9 institutional New Essential Skills outcomes. Of these 9 outcomes, the following will be assessed in this course.*

## Global Citizenship and Equity (GC&E) Outcomes

The student will reliably demonstrate the ability to\*:

1. Identify one's roles and responsibilities as a global citizen in personal and professional life.
2. Identify beliefs, values and behaviours that form individual and community identities and the basis for respectful relationships.
3. Analyze issues of equity at the personal, professional, and global level.
5. Identify and challenge unjust practices in local and global systems.

*\*There are 6 institutional Global Citizenship & Equity outcomes. Of these 6 outcomes, the following will be assessed in this course.*

## Methods of Instruction

O1. Instructional material will be provided via eCentennial in weekly modules and students are required to employ self learning with guidance from the professor

2. On completion of self learning material students will open the Summary file and do the following:

- a. Complete the multiple choice questions in the "Summary Activity"
- b. Review and understand the "Summary Checklist" section. Be sure to identify the discussion items on this list and come prepared to participate in the weekly synchronous class time.

3. Assessments consist of seven assignments and one professor professionalism review

## Text and Other Instructional/Learning Materials

The costs of textbooks or other learning material are available through the Centennial College Bookstore

<https://www.bkstr.com/centennialprogressstore/shop/textbooks-and-course-materials>.

### Online Resource(s):

Handouts will be provided and available in e-Centennial and course content in the use of the internet as a research tool.

### Material(s) Required for Completing this Course:

1. Personal computer with integrated voice and video capability
2. Access to the internet
3. Access to virtual tools (e.g. TEAMS, ZOOM)

Please see the weekly topical outline for any Additional Learning Resources required for your section of this course.

## Classroom and Equipment Requirements

Each student must have access to the internet and a personal computer with integrated voice and video capability.

## Evaluation Scheme

- ✧ Resume and Cover Letter Assignment: Compile and Prepare Resume and Cover Letter Documents:
  - i. Add the Self Assessment: Identify your Education, Skills and Experience and create a self assessment and elevator speech
  - ii. Add this document to your Resume and Cover Letter submission
- ✧ Career Portfolio Assignment: Gather personal and professional data and present in a formal document
- ✧ Industry Research Group Project (Includes GC&E Assignment 2%): The use of group learning and

teamwork to do research and discover Global Citizenship initiatives

- ✧ Online Networking Assignment: Practice networking and leveraging mentoring from key resources
- ✧ Interview Preparation Quiz: Provide a review of the interview preparation routine
- ✧ Simulated Job Interview: Real live job interview with professor to assess interview skills
- ✧ Professionalism: Assess student course participation and effective interaction with other students.

Evaluation Name	CLO(s)	EES Outcome(s)	NES Outcome(s)	GCE Outcome(s)	Weight/100
Resume and Cover Letter Assignment: Compile and Prepare Resume and Cover Letter Documents	1, 2, 4	1, 2, 6, 7, 10, 11	5, 8		25
Career Portfolio Assignment	3, 6	1, 4, 6, 7, 10	8		15
Industry Research Group Project (Includes GC&E Assignment 2%)	2, 5, 6	1, 2, 4, 6, 7, 8, 9, 10	6	1, 2, 3, 5	15
Online Networking Assignment	2, 6	1, 2, 6, 7, 8, 9	5	2	10
Interview Preparation Quiz	2, 7	1, 2, 5, 7			5
Simulated Job Interview	2, 7	1, 2, 4, 5, 7, 11	9	1, 2	25
Professionalism	8	1, 2, 4, 5, 6, 7, 8, 9, 10, 11			5
<b>Total</b>					<b>100%</b>

If students are unable to write a test they should immediately contact their professor or program Associate Dean for advice. In exceptional and well documented circumstances (e.g. unforeseen family problems, serious illness, or death of a close family member), students may be able to write a make-up test.

All submitted work may be reviewed for authenticity and originality utilizing College approved plagiarism prevention software. Students who do not wish to have their work submitted to College approved plagiarism prevention software must, by the end of the second week of class, communicate this in writing to the instructor and make mutually agreeable alternate arrangements.

When writing tests, students must be able to produce official Centennial College photo identification or they may be refused the right to take the test or test results will be void.

Tests or assignments conducted remotely may require the use of online proctoring technology where the student's identification is verified and their activity is monitored and/or recorded, both audibly and visually through remote access to the student's computer and web camera. Students must communicate in writing to the instructor as soon as possible and prior to the test or assignment due date if they require an alternate assessment format to explore mutually agreeable alternatives.

## Student Accommodation

The Centre for Accessible Learning and Counselling Services (CALCS) (<http://centennialcollege.ca/calcs>) provides programs and services which empower students in meeting their wellness goals, accommodation and disability-related needs. Our team of professional psychotherapists, social workers, educators, and staff offer brief, solution-focused psychotherapy, accommodation planning, health and wellness education, group counselling, psycho-educational workshops, adaptive technology, and peer support. Walk in for your first intake session at one of our service locations (Ashtonbee Room L1-04, Morningside Room 190, Progress Room C1-03, The Story Arts Centre Room 285, Downsview Room 105)

or contact us at [calcs@centennialcollege.ca](mailto:calcs@centennialcollege.ca), 416-289-5000 ext. 3850 to learn more about accessing CALCS services.

## Use of Dictionaries

## Program or School Policies

N/A

## Course Policies

NA

## College Policies

Students should familiarize themselves with all College Policies that cover academic matters and student conduct.

All students and employees have the right to study and work in an environment that is free from discrimination and harassment and promotes respect and equity. Centennial policies ensure all incidents of harassment, discrimination, bullying and violence will be addressed and responded to accordingly.

### Academic Honesty

Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Forms of academic dishonesty include cheating, plagiarism, and impersonation, among others. Breaches of academic honesty may result in a failing grade on the assignment or course, suspension, or expulsion from the college. Students are bound to the College's AC100-11 Academic Honesty and Plagiarism policy.

To learn more, please visit the Libraries information page about Academic Integrity

<https://libraryguides.centennialcollege.ca/academicintegrity> and review Centennial College's Academic Honesty Module:

[https://myappform.centennialcollege.ca/centennial/articulate/Centennial\\_College\\_Academic\\_Integrity\\_Module\\_%202/story.html](https://myappform.centennialcollege.ca/centennial/articulate/Centennial_College_Academic_Integrity_Module_%202/story.html)

### Use of Lecture/Course Materials

Materials used in Centennial College courses are subject to Intellectual Property and Copyright protection, and as such cannot be used and posted for public dissemination without prior permission from the original creator or copyright holder (e.g., student/professor/the College/or third-party source). This includes class/lecture recordings, course materials, and third-party copyright-protected materials (such as images, book chapters and articles). Copyright protections are automatic once an original work is created, and applies whether or not a copyright statement appears on the material. Students and employees are bound by College policies, including AC100-22 Intellectual Property, and SL100-02 Student Code of Conduct, and any student or employee found to be using or posting course materials or recordings for

public dissemination without permission and/or inappropriately is in breach of these policies and may be sanctioned.

For more information on these and other policies, please visit [www.centennialcollege.ca/about-centennial/college-overview/college-policies](http://www.centennialcollege.ca/about-centennial/college-overview/college-policies).

Students enrolled in a joint or collaborative program are subject to the partner institution's academic policies.

## PLAR Process

This course is deemed to be an essential training tool to prepare students to secure employment in their field and to develop their skills through hands-on practice.

**This course outline and its associated weekly topical(s) may not be reproduced, in whole or in part, without the prior permission of Centennial College.**

Semester: Fall 2025  
 Section Code: ALL  
 Meeting Time & Location: See course schedule  
 Additional Information: Each student must have a computer and internet access

Professor(s) Name: Tom Fung  
 Contact Information: See course schedule  
 Delivery Method: Online/Synchronous

## Topical Outline (subject to change):

### ORIGINAL TOPICAL

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
1	Introduction	Week 1: Introduction - Reading material available in Luminare > Overview > Introduction to the Job Search Process > Summary	<ul style="list-style-type: none"> <li>Describe what is expected of you in this course</li> <li>Acquire special accommodations upon formal request</li> <li>Locate assignment due dates and instructions</li> <li>Post in a discussion forum</li> <li>Identify the seven steps involved in the job search process</li> </ul>	1. multi-media material > Complete the Summary material "Test Your Knowledge" 3. Discussions		
2	Perform internal research through self-assessment	Week 2: Self-Assessment - Reading material available in Luminare > Overview > Conducting Your Self-Assessment and Preparing an Elevator Speech > Summary	<ul style="list-style-type: none"> <li>Identify your core attributes, personality and ESE through a formal self-assessment</li> <li>Create a written self-assessment document</li> <li>Prepare an "elevator pitch" Inventory</li> </ul>	1. multi-media material > Complete the Summary material "Test Your Knowledge" 3. Discussions 4. Attach Self Assessment to the Resume & CL assignment_due Week 5		
3	Writing Effective Cover Letters	Week 3: Writing Effective Cover Letters - Reading material available in Luminare > Overview > Writing Effective Cover Letters	<ul style="list-style-type: none"> <li>Describe the purpose of a cover letter</li> <li>Identify important components of a cover letter</li> <li>Create a cover letter targeted to a specific company and job posting</li> </ul>	1. multi-media material > Review the Summary material checklist" 3. Term Project groups are created in Luminare.	Self Assessment Document	Week 3



Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
		> Summary				
4	Creating Targeted Resumes	Week 4 Creating Targeted Resumes - Reading material available in eCentennial > Overview > Resume Purpose and Types > Creating Targeted Resumes > Summary	<ul style="list-style-type: none"> <li>Describe the purpose of a resume</li> <li>Identify important components of a resume</li> <li>List different resume types (e.g., chronological, functional) and the advantages and disadvantages of each</li> <li>Create a resume targeted to a specific company and job posting</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge" 3. Synchronous 1 hour open ZOOM call (Wednesday) for students to join and ask questions 4. Resume and Cover Letter Assignment 1 due Week 5		
5	Creating a Career Portfolio	Week 5: Creating a Career Portfolio - Reading material available in Luminare > Overview > What is a Career Portfolio and Why do I need one? > Summary	<ul style="list-style-type: none"> <li>Define "career portfolio" and outline its contents</li> <li>Describe the purpose of a career portfolio</li> <li>Compile and create a career portfolio</li> </ul>	1. multi-media material > Review the Summary material checklist" 3. Resume & CL Assignment 1 Due Week 5	Due: Resume and Cover Letter Assignment 1 (25%)	Week 5
6	Researching Careers and Employers	Week 6: Researching Careers and Employers - Reading material available in Luminare > Overview > Researching Careers and Employers > Summary	<ul style="list-style-type: none"> <li>Identify the purpose and explain the importance of conducting industry research</li> <li>Identify the mission, vision, and global citizenship profile of specific companies of interest using company sources</li> <li>Create an industry research document</li> <li>Interpret research data and present the key points</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge" 3. Discussions 4. Industry Research Group Project - Assignment 4 due Week 9		
7	Job Search Strategies	Week 7: Job Search Strategies - Reading material available in Luminare > Overview > Job Search	<ul style="list-style-type: none"> <li>Identify various job search strategies</li> <li>Recognize the importance of networking</li> <li>Create your personal social media profile and use it effectively to network with others in the industry</li> <li>Attend events (e.g., job fairs) to meet with</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge"	Due: Career Portfolio Assignment 2 (15%)	Week 7

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
		Strategies > Summary	those doing the hiring in the industry • Use cold calls as an effective tool to secure job opportunities	3. Discussions 4. Online Networking Assignment 5 due Week 10		
8	Preparing for a Job Interview	Week 8: Preparing for a Job Interview - Reading material available in Luminare > Overview > Preparing for a Job Interview > Summary	<ul style="list-style-type: none"> <li>• Identify the purpose of a job interview and what the employer aims to accomplish</li> <li>• Identify the steps in the interview process</li> <li>• Identify the purpose of different types of interview questions and how to anticipate and prepare for them</li> <li>• Develop and practice giving answers to common interview questions</li> <li>• Prepare yourself mentally for job interviews by thoroughly researching the company, position, and interviewers</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge" 3. Discussions 4. Interview Questions- Assignment 6 - due week 11		
9	Industry Research Group Presentations	NA	Demonstrate the ability to work as a team to create a term project and do a presentation	Group presentation	Due: Industry Research Group Project - Assignment 3 (15%)  Group Presentations	Week 9
10	Succeeding in a Job Interview	Week 10: Succeeding in a Job Interview - Reading material available in Luminare > Overview > Succeeding in a Job Interview > Summary	<ul style="list-style-type: none"> <li>• Create a positive first impression</li> <li>• Interpret and use non-verbal communication effectively</li> <li>• Deliver a confident and convincing performance during a face-to-face job interview</li> <li>• Respond effectively to different types of interview questions</li> <li>• Follow up appropriately after the interview with a thank you note</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge" 3. Synchronous 1 hour open ZOOM call (Wednesday) for students to join and ask questions 4. Simulated Job Interview- Assignment 7 done Weeks 11 - 13	Due: Online Networking Assignment 4 (10%)	Week 10
11-13	Simulated Job Interviews	NA	Assess student ability to perform a face to face Job Interview	Asynchronous face to face Job Interview.	Due: Interview Preparation	Weeks 11, 12, 13

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
					Quiz (5%) - due Week 11 Assignment 5 Due: Simulated Job Interviews - Assignment 7 (25%)	
14	Staying Employed	Week 14: Staying Employed - Reading material available in Luminare > Overview > Staying Employed > Summary	<ul style="list-style-type: none"> <li>• Build and maintain effective working relationships</li> <li>• Show adherence to company rules and ethics</li> <li>• Build an image of trust and integrity</li> <li>• Create a personal professional development plan</li> </ul>	1. multi-media material 2. Complete the Summary material "Test Your Knowledge" 3. Professor compiles the Professionalism assessment for each student	Professionalism Assessment (5%)	Week 14