

Job Placement Specialist

Course Schedule

The Job Placement Specialist course is a six (6) week course and has eleven (11) units. All assignments/activities are **due** on Monday of each week. Once you are enrolled in the course, go to the syllabus link in Canvas to see exact dates.

	Material covered	Assignments/Activities
Week 1	Unit 1 – Employment Assistance Services Unit 2 – Job Placement Specialist Unit 3 – Marketing	SFP Quiz Unit 1 Review Unit 2 Review Market Research Assignment Elevator Speech Assignment Letter/Contacts Assignment Unit 3 Review
Week 2	Unit 4 – Tool Box for Job Placement Curriculum Training	DARS1850 Employment Data Sheet Job Applications Assignment Resume & Communication Assignment Customer Interview Elevator Speech Pre-Employment Testing Assignment Job Search Log Discussion Board Occupation Research Assignment Unit 4 Review
Week 3	Unit 5– Job Acquisition, Retention and Social Security Unit 6 – Job Development for Bundled Job Placement Services Unit 7 – The Referral	Supervisor Issue Discussion Board Ticket to Work Activity Unit 5 Review Job Development for Juan Unit 6 Review Unit 7 Review
Week 4	Unit 8 – TWS-VRS Employment Assistance Services – Bundled Service	DARS1840, 1845A, & 1845B Quiz DARS1846 Quiz DARS1845B Benchmark A Assignment Visits with Customer Assignment Benchmark B Assignment Bundled Job Placement Services Discussion Board Unit 8 Review
Week 5	Unit 9 – Non-Bundled Job Placement Services Unit 10 – Work Experience	Non-Bundled – Interview Training Assignments Non-Bundled Discussion Board Unit 9 Review Work Experience Case Study Work Experience Discussion Board Unit 10 Review
Week 6	Unit 11 - The Employment Services Credential	Unit 11 Review
	Final Test	All participants must complete all assignments, activities, quizzes and earn 466 points before test will appear.