

Minnesota State College Southeast

COMM 1015: Job Seeking Skills

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Students will gain independence and proficiency in job searching skills through activities and assignments designed to help them learn how to find jobs, how to prepare to apply for jobs, and how to present themselves as candidates for jobs. Skills covered will include how to search electronically for a job; how to develop written documents needed for a successful self-directed job search, including how to create an electronic portfolio; and how to secure, conduct, and follow up on job interviews. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/27/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Determine employment objectives
2. Learn job search processes
3. Build an electronic portfolio
4. Practice filling out an application
5. Identify successful cover letter styles
6. Identify successful resume styles
7. Identify successful thank you letter styles
8. Understand the value of networking and references
9. Practice interviewing skills

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

This course was previously COMM 1509.