

Alexandria Technical and Community College

COMM 1445: Advanced Communicating for Results

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course deals with the communication skills and documents essential to successful employment application. Additionally, the elements of business communication are utilized in a series of written and oral presentations.

B. COURSE EFFECTIVE DATES: 03/14/1999 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Create a resume.
2. Participate in a mock job interview.
3. Understand communication used in the employment process.
4. Identify job keeping skills.
5. Complete forms and letters that are part of the employment process.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate effective interview skills.
2. The learner will develop and write a personal resume.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted