Alexandria Technical and Community College

TRDR 1610: Job Prep Skills

A. COURSE DESCRIPTION
   Credits: 1
   Lecture Hours/Week: 1
   Lab Hours/Week: *
   OJT Hours/Week: *
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course teaches learners how to qualify as a Commercial Motor Vehicle driver. This course provides information on how to find available positions and job seeking skills to apply and interview with both large and small transportation companies. Additionally, it provides information and resources in preparing appropriate documents (application, resume, and cover letter) for the job search and assists in the interview process.

B. COURSE EFFECTIVE DATES: 08/26/2002 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Produce copy of resume cover letter and application.
   2. Understand and demonstrate good communication skills.
   3. Demonstrate positive work ethic.
   4. Understand and practice selling service.

D. LEARNING OUTCOMES (General)
   1. The learner will be prepared for entry-level employment in the trucking industry with an understanding of what the expectations may be when it comes time to apply and interview for a job.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted