

Alexandria Technical and Community College

COMM 1439: Job Seeking/Keeping 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 deals with communication skills and documents that are essential to successful employment application. The focus of this course is the construction of professional resumes, letters of application, and miscellaneous communication related skills necessary for securing employment. The principles and techniques of the employment interview are practiced by learners in mock interviews.

B. COURSE EFFECTIVE DATES: 08/30/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Understand and complete letters and forms related to seeking employment.
2. Participate in a mock job interview.
3. Create a resume.

D. LEARNING OUTCOMES (General)

1. 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