

Alexandria Technical and Community College

COAR 2510: Portfolio I

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: 0

Prerequisites: None

Corequisites: None

MnTC Goals: None

In this course learners discuss employment opportunities in the art and design industry and how individual skills and expertise relate to different positions. Learners will develop various digital and print materials related to job seeking in the industry.

B. COURSE EFFECTIVE DATES: 03/16/2018 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Identify sources of job leads.
2. Name and implement networking techniques.
3. Examine resume samples.
4. Develop a personal resume.
5. Write a professional cover letter.
6. Discuss work/life balance.
7. Demonstrate industry-appropriate wardrobe.
8. Describe professional development and ongoing education.
9. Develop a self-promotional piece.

D. LEARNING OUTCOMES (General)

1. The learner will develop a personal brand identity.
2. The learner will develop branded materials related to job-seeking.
3. The learner will utilize interviewing skills with peers and professionals.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted