A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 2
Lab Hours/Week: 0
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course offers a more rigorous introduction to communication skills and documents that are essential to successful job seeking. 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. Additionally, the elements of professionalism, business communication, networking and the like are utilized in a series of written and oral presentations.

B. COURSE EFFECTIVE DATES: 01/26/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

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

D. LEARNING OUTCOMES (General)

1. Given criteria for a job interview presentation, the learner will demonstrate effective interviewing skills.
2. Given training in composing a resume, 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