

**Fond du Lac Tribal and Community College
COURSE OUTLINE FORM**

01/23/18

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: _____

2. Date submitted: _____

3. Date approved: _____ Date revised 10/14/14, 04/18/18

4. Department/discipline: Career Planning

5. Department(s) endorsement(s): _____

(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Job Search Skills

Abbreviated course title (25 characters or less): _____

7. Course Designator: CAOR 8. Course Level: 1010

9. Number of Credits: Lecture 1 Lab _____

10. Control Number (on site) 40 Control Number (online) 25

11. Catalog/Course description:

This course will provide student with simple, proven methods for finding employment. Topics include: understanding employer expectations, identifying skills and qualifications, preparing effective written tools (applications, resumes, letters), developing job leads, improving interviewing skills, and surviving on a new job.

12. Course prerequisite(s) or co-requisite(s): Accuplacer scores/ Other courses

Prerequisite(s):

Co-requisite:

13. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

Text that is deemed appropriate by a qualified instructor.

Video tapes.

14. **Course Content** (Provide an outline of major topics covered in course)

1. Resume writing
2. Writing cover letters
3. Completing applications
4. Interviewing techniques
5. Job search strategies

15. Learning Goals, Outcomes, and Assessment

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

- A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)
- B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)
- C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)
- D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course learning outcomes will fulfill the identified competencies.

Course Learning Outcomes.

Upon completion of this course, the student will be able to:

- 1. Develop a cover letter appropriate for the course. (B)
- 2. Produce both a draft and final print resume. (B)
- 3. Practice job search skills by completing a mock interview.

16. Minnesota Transfer Curriculum (MnTC): If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See www.mntransfer.org

Goal Area(s): _____

Does this course require additional material for specific program requirements?
If yes, please provide.

01/23/18