

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. GSCL

COURSE NUMBER: 1105

NUMBER OF CREDITS: 1

Lecture: 1 Lab: 0 OJT 0

Course Title:

Job Seeking Skills

Catalog Description:

Job Seeking Skills introduces career planning techniques and explains how to apply them in an employment search.

Prerequisites or Necessary Entry Skills/Knowledge:

None

FULFILLS MN TRANSFER CURRICULUM AREA(S)

- Goal 1: Communication: By meeting the following competencies:
- Goal 2: Critical Thinking: By meeting the following competencies:
- Goal 3: Natural Sciences: By meeting the following competencies:
- Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- Goal 7: Human Diversity: By meeting the following competencies:
- Goal 8: Global Perspective: By meeting the following competencies:
- Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered

Career exploration and skill identification

Job search techniques

Resumes

Cover letters

Interviews

Career Management

Student Learning Outcomes

Identify your skills and interests

Discuss labor market trends

Use various sources of information to find employment opportunities

Identify networking opportunities
Create a professional resume
Write a professional cover letter
Differentiate among the types of interviews and understand how to prepare for them
Explain the importance of lifelong learning and goal setting in reaching the next level.

Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Revised Date: 1/1/2022