MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT.    General Studies  COURSE NO.    GSCL1105

COURSE TITLE    Job Seeking Skills

CATALOG DESCRIPTION
Designed to assist students in developing a working resume. We will also cover interviewing, professional presence, and job search.

AUDIENCE
Students of Minnesota West Community and Technical College

FULFILLS MN TRANSFER CURRICULUM AREA(S)
Area : by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
None

LENGTH OF COURSE
One Semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☑ fall X spring X
summer ☑ undetermined ☑
Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:
   To explain and understand the skills needed for a successful job search.

2) THINKING SKILLS:
   Students are encouraged to develop and apply critical thinking skills when confronted with difficult situations.

3) COMMUNICATIONS SKILLS:
   To understand the communication cycle and the skills necessary to become an effective communicator.

4) HUMAN DIVERSITY:
   This course will help students recognize, understand and appreciate that people are not the same and do not come from the same background as they do.

TOPICS TO BE COVERED
Setting Your Course
Gathering Your Tools
Beginning the Search
Getting to Work

LIST OF EXPECTED COURSE OUTCOMES
Students will develop a resume, cover letter, list of references, and a thank you note. They will also understand the interview process.

LEARNING/TEACHING TECHNIQUES used in the course are:
<table>
<thead>
<tr>
<th>Collaborative Learning</th>
<th>Problem Solving</th>
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<tbody>
<tr>
<td>Student Presentations</td>
<td>X Interactive Lectures</td>
</tr>
<tr>
<td>Creative Projects</td>
<td>X Individual</td>
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<tr>
<td>Coaching</td>
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<td>Lecture</td>
<td>Films/Videos/Slides</td>
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<td>Demonstrations</td>
<td>X Internet</td>
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**ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:**

- [x] Reading
- [x] Tests
  - [ ] Individual Projects
- [ ] X Worksheets
- [ ] X Textbook Problems
- [x] X Portfolio

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529

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