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:
Collaborative Learning               Problem Solving
Student Presentations             Interactive Lectures
Creative Projects                 Individual
Coaching
Lecture                           Films/Videos/Slides
Demonstrations                    Internet

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

X  Reading
X  Tests
   X  Individual Projects
□  X  Worksheets
□  X  Textbook Problems
   X  Portfolio

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

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 or by using your preferred relay service.