

Catalog Description:

In this course students will continue to identify, develop, and reinforce workforce skills including critical soft skills demanded by employers, and create a written and electronic portfolio to include personal branding, resumes, cover letters, personal summaries and samples of work. The class also covers using social networking sites for employment marketing. Students will develop and practice interviewing skills.

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Identify workforce skills and qualities for employment.
2. Use social networking techniques.
3. Use technology to develop a network of contacts and a written and electronic portfolio of employment related documents.
4. Develop, practice, and apply proper interviewing skills.

Objectives:

Upon completion of this course, students will be able to:

1. Identify and discuss personal and professional factors associated with professional success.
2. Demonstrate an understanding of how interpersonal skills affect personal and professional development.
3. Examine employment opportunities.
4. Compare employer-employee relationships and expectations.
5. Use the Internet to research employment opportunities and employer requirements.
6. Use spreadsheet or database software to create a job search network list.
7. Develop social networking skills.
8. Create resumes, cover letters, and database of professional contacts using appropriate software programs.
9. Create a written and electronic portfolio.
10. Critique a job interview.
11. Establish guidelines for negotiating a compensation package.
12. Determine how to deal effectively with rejection.
13. Develop strategies for evaluating on-the-job performance.
14. Research tips on job success, promotions, and making a job change.

Topics and Scope:

1. The job search process
 - a. Professional success
 - b. Review of interpersonal skills
 - c. Creation of written and electronic portfolios
2. Employer-employee relationships
 - a. Expectations
 - b. Workplace skills and competency profiles
 - c. Career competencies inventory
3. Knowing yourself
 - a. Inventory on education and employment
 - b. Experience and skills inventory
 - c. Other self-assessments
 - d. Job qualifications profile
 - e. Personal branding
4. A winning network
 - a. Personal support system
 - b. Job search network
 - c. Social networking
5. Pre-employment documents
 - a. Employment applications
 - b. Resumes
 - c. Cover letters
6. Interviews
 - a. Interpersonal skills
 - b. Personal commercial
 - c. Telephone interviews
 - d. Interview styles and questions
 - e. Professional attire and etiquette
7. Negotiating offers
 - a. Research salary and benefit packages
 - b. Discuss compensation
8. Handling rejection
 - a. Assessing the job search and interview
 - b. Action plan for improvements
9. Post-employment activities
 - a. Tips on job success
 - b. Job performance evaluations
 - c. Professional organizations and occupational networks
 - d. Continuing education
10. Planning for promotions
 - a. Making a job change