COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2870: Employment Strategies

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): College-level reading and writing skills.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course offers a highly individualized approach to developing job-seeking skills. It is strongly recommended students have successfully completed at least half of their major credits. The student will create resumes, cover/application letter, thank you letter, and reference list. Electronic job application completion and follow up techniques will be covered. Students will prepare for and participate in a mock interview.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Job search plan
2. Job search documents
3. Application follow-up techniques
4. Interviewing skills
5. Workplace success skills

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Develop an effective job search plan
2. Develop effective job search documents including resume, cover/application letter, reference list, and thank you letter.
3. Understand and identify personal and transferrable skills and effectively communicate these skills in a clear and concise written manner.
4. Understand the positive and negative effects of social media.
5. Demonstrate professional interviewing skills and apply these skills to various interviewing styles.
6. Develop workplace success skills.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Mock Interview
3. Instructor-determined examinations
4. Final project

G. RCTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.