COMMON COURSE OUTLINE: Course discipline/number/title: OSP 1045: Applied Job Search

A. CATALOG DESCRIPTION
   1. Credits: 2 Lecture
   2. Hours/Week: 2 lecture
   3. Prerequisites (Course discipline/number): Acceptance into the Occupational Skills Program
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   Students will gather relevant information necessary to prepare a resume, write a cover letter and follow up interview letter. They will utilize various resources to find job openings. Students will also complete job applications to secure employment. They will prepare and participate in a mock interview. Job change situations will also be addressed. Students will use the information gained through the Work Readiness Assessment course to determine an employment goal.

B. DATE LAST REVISED (Month, year): May, 2009

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Preparing a resume
   2. Writing/type a resume
   3. Writing a cover letter
   4. Finding job openings
   5. Completing application forms/applying for jobs
   6. Preparing for a personal interview
   7. Participating in a mock interviews
   8. Writing a follow-up letter
   9. Dealing with Job changes

D. LEARNING OUTCOMES (GENERAL): Upon successful completion of this course, the student will be able to:
   1. Gather and organize (personal) information necessary to write a resume.
   2. Compose and type a (personal) resume.
   3. Create and type a cover letter.
   4. Research appropriate job openings.
   5. Complete job application forms and take the necessary steps to apply for job openings.
   6. Prepare for a personal interview.
   7. Participate in a mock interview.
   8. Writing a follow-up letter.
   9. Explain why employees change jobs.
   10. Compare and contrast various jobs.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Objective examination/quizzes
   2. Class participation
   3. Group work
   4. Role playing
   5. Written assignments
   6. Classroom activities and demonstrations

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

H. SPECIAL INFORMATION (if any):
   This course aligns with the Job Corps Career Success Standards.