

HIBBING COMMUNITY COLLEGE COURSE OUTLINE

COURSE NUMBER & TITLE: EMPL 2515: Employment Skills

CREDITS: 1 (Lec 0/ Lab 1)

PREREQUISITES: None

CATALOG DESCRIPTION:

Employment Skills is designed to help students obtain employment in their field upon completion of their college program. They will identify their employment objectives and career goals, along with their strongest skills and abilities. Basic information about employee benefits will be presented. Students will learn about effective job search techniques. They will complete a job application properly and will produce formal job search documents including a resume, cover letter, references and thank you letter. Students will learn how to conduct themselves in a job interview, will practice answering interview questions, and will participate in a professional mock interview. They will be presented with information about positive work ethic, job keeping skills and appropriate on-the-job behavior. They will be exposed to information about diversity in the workplace.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Job Search
 - A. Job search techniques
 - B. Networking
 - C. Company research
 - D. Informational interviews
 - E. Telephone skills
 - F. Online job search
 - G. Minnesota Workforce Center
- II. Employment Issues & Current Events
 - A. Health Insurance
 - B. Retirement Savings (401K)
 - C. Union vs. non-union workforce
- III. Personal Assessment
 - A. Employment objectives and long-term career goals
 - B. Educational and work accomplishments
 - C. Knowledge, skills, and abilities
 - D. Strongest personal qualities
- IV. Job Applications
 - A. Proper completion of job applications – paper and online
 - B. Spelling, punctuation, abbreviations, handwriting
- V. Resume
 - A. Types of resumes

- B. Sections of resumes
 - C. Resume rules
 - D. Use of resume
 - E. Completion of formal resume
- VI. Cover Letter
- A. Types of cover letters
 - B. Parts of a cover letter
 - C. Use of cover letter
 - D. Paragraph construction
 - E. Completion of formal cover letter
- VII. References
- A. Types of references
 - B. Use of references
 - C. Completion of formal reference page
 - D. Letter of recommendation, work samples
- VIII. Thank You Letter
- A. Parts of thank you letter
 - B. Use of thank you letter
 - C. Paragraph construction
 - D. Completion of formal thank you letter
- IX. The Job Interview
- A. Types of interviews
 - B. Interview preparation
 - C. Questions and responses
 - D. Appearance, Attitude, Body Language
 - E. Speaking skills
 - F. Practice Interviews
- X. Workplace Behavior
- A. Positive work ethic, how to be an excellent employee
 - B. Personal attributes sought by employers
 - C. Attendance, effort, pride in work, positive attitude, productivity, integrity, punctuality
 - D. Communication skills, teamwork, safety
 - E. Employee theft, ethical dilemmas in the workplace
 - F. Workplace diversity

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. compare and contrast job search techniques.
2. participate in a discussion about the importance of networking.
3. define basic employee health insurance terms and concepts.
4. define basic employee retirement savings terms and concepts.
5. determine employment objectives and long-term career goals.
6. determine personal strengths, knowledge, skills, abilities, educational and work accomplishments.

7. research and then write a report on a company in their field.
8. engage in online job search.
9. complete a paper & online job application properly.
10. identify legal and illegal hiring questions.
11. attend a local community job fair (as available).
12. recite appropriate phone skills in a role-playing exercise.
13. analyze good and bad job search correspondence.
14. write a professional cover letter.
15. choose three references and produce a professional reference sheet.
16. produce a professional resume.
17. write a professional thank you letter to use following a job interview.
18. define how to prepare for a job interview.
19. write down answers to common interview questions.
20. recite answers to common interview questions.
21. identify positive and negative body language.
22. participate in practice interviews.
23. listen to and participate in a discussion about work ethic.
24. compare and contrast appropriate and inappropriate workplace behavior.
25. list how to be an excellent employee.
26. be exposed to information about workplace diversity.
27. analyze and participate in discussion about ethical dilemmas in workplace.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Social/Civic Responsibility

STUDENT CONTRIBUTIONS:

Students are expected to:

1. attend all class sessions
2. listen and take notes
3. complete assignments on time
4. conduct themselves in a respectful manner during class
5. participate in class discussions, activities, exercises
6. attend a local job fair (if available)
7. use the internet for job search
8. use word processing program to produce professional documents including a cover letter, resume, reference sheet and thank you letter
9. participate in practice interviews

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS
SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS
MATERIALS, ETC.)**

AASC APPROVAL DATE: November 10, 2015
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REVIEW DATE: November 2020

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