2515: Employment Skills

A. COURSE DESCRIPTION

Credits: 1
Lecture Hours/Week: 0
Lab Hours/Week: 1
Prerequisites: None
MnTC Goals: None

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.

B. COURSE EFFECTIVE DATES: 09/15/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Employment and Job Search
   A. Employee pay and benefits
   B. Employee unions
   C. Personal assessment of employment goals, education, work experience, knowledge, skills and abilities
   D. Job search methods and techniques

2. Job Documents
   A. Job applications
   B. Cover letter
   C. Resume
   D. Reference sheet

3. Job Interviews
   A. Types, preparations, appearance, body language
   B. Answering questions
   C. Practice interviews
   D. Email thank you

4. Work Ethic
   A. Appropriate workplace behavior
   B. Ethical dilemmas in workplace
   C. Workplace diversity

D. LEARNING OUTCOMES (General)

1. Students will examine job search techniques and methods.
2. Students will determine employment career goals, education and work accomplishments, knowledge, skills and abilities.
3. Students will define and discuss employee pay and benefit issues.
4. Students will evaluate union and non-union employment.
5. Students will produce a professional cover letter and resume.
6. Students will identify references and produce a professional reference sheet.
7. Students will consider job interview types, preparation for, and appropriate interview appearance.
8. Students will prepare answers to common interview questions.
9. Students will participate in practice for interviews.
10. Students will describe appropriate workplace behavior.
11. Students will discuss and resolve ethical dilemmas in the workplace.
12. Students will examine diversity in the workplace.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies None

F. LEARNER OUTCOMES ASSESSMENT
As noted on course syllabus

G. SPECIAL INFORMATION
HCC COMPETENCIES MET:
Working Productively and Cooperatively
Communicating Clearly and Effectively
Social/Civic Responsibility
Information Literacy

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

AASC APPROVAL DATE: October 25, 2017
REVIEW DATE: October 2022