

_____ SOUTH SEATTLE COMMUNITY COLLEGE _____

Student Services/Counseling Department

COURSE OUTLINE

Revision: Teri Eguchi and Don Howard, February 2008

DEPARTMENT: Counseling

CURRICULUM: Human Development

COURSE TITLE: Interview, Resumes, Job Hunting & Employee/Employer Interaction

COURSE NUMBER: HDC 106

TYPE OF COURSE: Academic Transfer/Elective

COURSE LENGTH: 1 quarter

CREDIT HOURS: Variable 1-2

LECTURE HOURS: 11-22

LAB HOURS: 0

CLASS SIZE: 20

PREREQUISITES: None

COURSE DESCRIPTION:

Short, intensive course in creative job-hunting techniques – how to identify personal skills and focus a job search; where and how to look for jobs; how to get hired.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication – Read and listen actively to learn and communicate.
2. Critical Thinking and Problem Solving – Think critically in evaluating information, solving problems, and making decisions.
3. Personal Responsibility – Be motivated and able to continue learning and adapt to change. Value one's own skills, abilities, ideas, and art. Take pride in one's work. Manage personal health and safety.

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STUDENT LEARNING OUTCOMES ADDRESSED: (cont.)

4. Information Literacy – Access and evaluate information from a variety of sources and contexts, including technology. Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society.

GENERAL COURSE OBJECTIVES:

At the end of the quarter the student will be able to:

1. Identify a focus for their job search.
2. Identify, examine and solve problems related to obstacles, which prevent them from carrying out an effective job search.
3. Identify and examine a personal “bottom line” base of values and preferences upon which to make good choices regarding jobs.
4. Assess, list, appreciate and understand their skills in order to obtain a job of their choice.
5. Research the types of jobs available for a given set of skills, so participants have a realistic idea of what they can bring to a job and the skills they might add or update to improve their prospects of securing a satisfying position.
6. Research information about prospective employers in order to make informed choices, and be equipped to demonstrate their interest and knowledge about a given company during interviews and in writing cover letters.
7. Develop a resume and cover letter that result in interviews.
8. Demonstrate interview skills that will make a positive impression on the interviewer leading to a second interview and to hiring the participant.
9. Identify methods and attitudes which will increase the likelihood of success and satisfaction in a position once hired.
10. Further demonstrate skills and knowledge learned, by completing a Job Search portfolio.

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TOPICAL OUTLINE:

- I. Introductions, expectations
 - A. Instructors
 - B. Students
- II. Current labor market information
 - A. Job search process
 - B. Labor market conditions
 - C. Employer expectations
- III. Introduce obstacles topic
- IV. Obstacles to obtaining a job
 - A. Identification of personal obstacles
 - B. Generate solutions in groups
- V. Basic values
 - A. Importance in job search planning
 - B. Identification of personal basic values
- VI. Skills assessment
 - A. Identify accomplishments
 - B. Inventory of “soft” skills and “hard” skills
 - C. Abbreviate all of the above into a 70-character summary description
- VII. The “60 Second Commercial”
 - A. Learn to articulate goals, skills, accomplishments, interests verbally
 - B. Practice presentation skills
- VIII. Resumes and cover letters
 - A. Purpose of resumes and cover letters
 - B. Current preferences by employers
 - C. Methods for highlighting most marketable information
 - D. Making changes on computer document
 - E. Building a scannable resume
 - F. General formatting and presentation tips

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TOPICAL OUTLINE (cont):

- IX. Informational interviews
 - A. Purpose
 - B. Deciding whom to interview
 - C. Method for obtaining
 - D. Formulating questions for interviewee
- X. Resume critiquing workshop – small groups
 - A. Provide constructive criticism within small groups
 - B. Making final adjustments on floppy disk documents
- XI. Networking
 - A. Definitions
 - B. Purpose
 - C. Methods
- XII. Researching the job market
 - A. Where to find resources
 - B. Creating a card file
- XIII. Using the internet for job search
 - A. Basic instruction in use of the internet
 - B. Exploring specified websites
 - C. Using search engines to find information about jobs, occupations or companies

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TOPICAL OUTLINE (cont):

- XIV. Interviewing
 - A. Purposes
 - B. Body language
 - C. Formulating questions to ask
 - D. Formulating answers to difficult questions
 - E. Practicing interviewing by role play or on video camera
- XV. Being successful on the job
 - A. Exceeding employer expectations
 - B. Meeting your own expectations
 - C. Increasing skills; flexibility
 - D. Maintaining network
- XVI. Evaluations
 - A. Where are you now? (Tracking progress)
 - B. What's next? (What steps to take now)

REVISED BY: Teri Eguchi and Don Howard
DATE: February 2008

Course Prefix and Number: HDC 106

Course Title: Interview, Resumes, Job Hunting & Employee/Employer Interaction

SLO #	Included in Course Objective Number	SSCC Student Learning Outcomes
SLO 1.1	3,6,9,10	Communication - Read and listen actively
SLO 1.2		Communication - Speak and write effectively
SLO 2.1		Computation - Use mathematical operations
SLO 2.2		Computation - Apply quantitative skills
SLO 2.3		Computation - Identify, interpret, and utilize higher level mathematical and cognitive skills
SLO 3.1		Human Relations - Use social interactive skills to work in groups effectively
SLO 3.2		Human Relations - Recognize the diversity of cultural influences and values
SLO 4.1	3,4,6,7	Critical Thinking and Problem Solving -
SLO 5.1		Technology - Select and use appropriate technological tools
SLO 6.1	1,2,5	Personal Responsibility - Be motivated and able to continue learning and adapt to change
SLO 6.2	2,8	Personal Responsibility - Value one's own skills, abilities, ideas and art
SLO 6.3	2,5,6,8	Personal Responsibility - Take pride in one's work
SLO 6.4	2	Personal Responsibility - Manage personal health and safety
SLO 6.5		Personal Responsibility - Be aware of civic and environmental issues
SLO 7.1	2,3,4,5,6,9	Information Literacy - Access and evaluate information
SLO 7.2	1,4,5,6,7	Information Literacy - Use information to achieve personal, academic, and career goals, as well as to participate in a democratic society

PREPARED BY: Stephen Coates-White

DATE: July 17, 2008