GUIDE 112

OVERVIEW
The following information will appear in the 2009 - 2010 catalog

GUIDE-112 Job Hunting Skills 0.5 Unit
Formerly listed as: GUIDE - 112: Job Employment Skills

Realities of the job market and techniques for conducting a successful job search. Emphasis on learning about job application procedures, resume writing and interviewing skills. Students must complete an appointment with a counselor during the semester. Course is repeatable - two completions allowed. Field trips are not required. Course is not applicable to the associate degree.

II. LEARNING CONTEXT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT

1. Required Content:
   a. Desired employee characteristics for obtaining a job.
   b. The job market; current trends, industry make-up, and factors which can affect opportunities.
   c. Sources and resources for uncovering and developing job opportunities.
   d. Application, resume and interviewing procedures.
   e. Educational planning: post-secondary overview and review.

2. Recommended Content:
   a. Career development.
   b. How to keep and maintain employment.

B. HOURS AND UNITS

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C. METHODS OF INSTRUCTION (TYPICAL)
Instructors of the course might conduct the course using the following method:

1. Lecture/Discussion
2. Individual and small group discussion

3. Media presentations

4. Structured problem solving exercises

5. Analysis and preparation of a written summary of goals, achievements, and experiences in a resume format.

6. Presentation of a simulated job interview.

D. ASSIGNMENTS (TYPICAL)

1. EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS
   Time spent on coursework in addition to hours of instruction (lecture hours)
   - Daily or weekly readings.
   - Daily or weekly homework assignments.
   - Daily or weekly on-line research on related topics.

2. EVIDENCE OF CRITICAL THINKING
   Assignments require the appropriate level of critical thinking
   - Discover and use the various resources available for job hunting.
   - Compare various resume formats.
   - Develop a cover letter and resume format appropriate to you.
   - Develop a complete an educational plan.
   - Examine and assess selected readings.
   - Demonstrate your ability to handle a job interview.

E. TEXTS AND OTHER READINGS (TYPICAL)


III. DESIRED LEARNING

A. COURSE GOAL
   As a result of satisfactory completion of this course, the student should be prepared to:
   
   Describe the job hunting process as consisting of three phases; job preparation, job application and job interviewing. The student will also be able to complete an educational plan.

B. STUDENT LEARNING GOALS
   Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. Required Learning Goals
   Upon satisfactory completion of this course, the student will be able to:
   
   a. Summarize the desirable characteristics employers want from employees.
   b. Identify the factors, which affect the job market and job market opportunities.
   c. Tell how to uncover information about job opportunities.
   d. Practice skills to write a resume, fill out a job application, and write a letter of application (cover letter).
e. Describe the process for conducting a job hunt.

f. Write a detailed educational plan.

g. Demonstrate the skills for conducting a successful interview.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT

1. Class Participation

2. Written assignments and research

3. Simulation exercises

B. SUMMATIVE ASSESSMENT

1. Educational planning form

2. Appointment with counselor