

**CATALOG INFORMATION**

Dept and Nbr: BOT 59.7

Title: JOB SEEKING SKILLS

Full Title: Job Seeking Skills For Office Professionals

Last Reviewed: 1/31/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	2.00	10	Lecture Scheduled	20.00
Minimum	1.00	Lab Scheduled	0	5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	20.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 40.00

Total Student Learning Hours: 60.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Emphasizes job-seeking skills such as writing a resume and cover letter, completing application forms, and practicing interview questions. Designed for those seeking office positions.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Emphasizes job-seeking skills such as writing a resume and cover letter, completing application forms, and practicing interview questions. Designed for those seeking office positions. (Grade Only)  
Prerequisites/Corequisites:  
Recommended: Eligibility for ENGL 100 or ESL 100  
Limits on Enrollment:  
Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Spring 2004	Inactive:	Fall 2011
<b>UC Transfer:</b>		Effective:		Inactive:	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Analyze skills and qualifications; evaluate previous work experience and compose an effective, error-free resume.
2. Summarize work experience and education, analyze employer's needs and compose an effective, error-free cover letter.
3. Interpret instructions, synthesize background and skills and accurately complete an employment application.
4. Interpret employer's dress code and corporate culture and select appropriate interview attire.
5. Develop answers for typical interview questions and participate in mock interviews.
6. Write and revise an interview follow-up letter.
7. Research job search resources.

### **Topics and Scope:**

1. Composing an effective, error-free resume
  - A. Determining chronological versus functional style
  - B. Analyzing skills and qualifications
  - C. Evaluating previous work experience and education
  - D. Evaluating grammar, spelling, and punctuation
  - E. Formatting for easy reading
2. Composing an effective, error-free cover letter
  - A. Writing content of letter
  - B. Summarizing work experience and education
  - C. Analyzing employers' needs to incorporate into cover letter
  - D. Formatting for easy reading
3. Developing ability to accurately complete employment applications
  - A. Interpreting instructions
  - B. Synthesizing students' skills/background into application

- C. Evaluating grammar, spelling, and punctuation
- 4. Selecting appropriate interview skills
  - A. Interpreting employers' dress code and corporate culture
  - B. Selecting materials to take to interview
- 5. Developing effective interviewing skills
  - A. Developing answers for typical interview questions
  - B. Preparing for and participate in mock interviews
- 6. Preparing an interview follow-up letter
  - A. Developing content based upon interview
  - B. Choosing appropriate delivery method
  - C. Analyzing grammar, spelling, and punctuation
- 7. Utilizing job search resources
  - A. SRJC career resources and workshops
  - B. Employment agencies
  - C. Job fairs

### Assignment:

Reading approximately 10 pages from textbook and/or web pages each week  
 Analyze prior students' resumes and examples in book in both oral and in written format  
 Develop resume and cover letter  
 Complete online and written employment application  
 Participate in in-class mock interview  
 Contact, arrange, and complete a community mock interview  
 Compose a thank you letter  
 Quizzes and tests  
 Homework problems from text and/or web page  
 In-class analysis of employer dress code, corporate culture, and materials appropriate to present at interview

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Resume, application, cover and thank you letter

Writing  
20 - 50%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems

Problem solving  
20 - 40%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, In-class and community mock interviews

Skill Demonstrations  
10 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, Matching items, Completion

Exams  
10 - 25%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class attendance and participation

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

The Job Hunting Handbook, Dahlstrom and Company, 2002.