BOT 154.13 Course Outline as of Fall 2011

CATALOG INFORMATION

Dept and Nbr: BOT 154.13 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	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 52.50

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:	BOT 59.7

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:

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	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.
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. Determing 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 skills/background into application

c. Evaluating grammar, spelling, and punctuation

4. Developing effective interviewing skills
   a. Developing answers for typical interview questions
   b. Preparing for a job interview
   c. Interpreting employers' dress code and corporate culture
   d. Selecting materials to take to interview

5. Preparing an interview follow-up letter
   a. Developing content based upon interview
   b. Choosing appropriate delivery method
   c. Analyzing grammar, spelling, and punctuation

6. Utilizing job search resources
   a. Santa Rosa Junior College career resources and workshops
   b. Employment agencies
   c. Job fairs

Assignment:

1. Reading approximately 10 pages from textbook and/or web pages each week
2. Analyze prior students' resumes and examples
3. Develop resume and cover letter
4. Complete online and written employment application
5. Participate in in-class mock interview
6. Contact, arrange, and complete a community mock interview
7. Compose a thank you letter
8. Four to six quizzes and tests
9. Homework problems from text and/or web page
10. 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 resume, application, cover letter, 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.

In-class and community mock interviews	Skill Demonstrations 10 - 40%

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

Quizzes and Tests: 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 0 - 10%

Representative Textbooks and Materials:
The Job Hunting Handbook, Dahlstrom and Company, 2010.