



MASTER COURSE OUTLINE

A. GSCL 1270 Employment Search Skills

B. COURSE DESCRIPTION:

This course introduces students to a process of developing self-awareness when considering career opportunities and identifying career-related goals. Students conduct a job search, prepare a job application, resume, cover letter, a follow-up correspondence. The course includes preparation for job interviews.
(1 Cr – 1 lect, 0 lab)

C. ****Core Theme: Critical Thinking**

D. MAJOR CONTENT AREAS:

- Effective job seeking
- Obtaining employment in desired occupation

E. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
**Critical Thinking	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. build a professional portfolio which includes samples of work, letters of recommendation, and educational documentation.
<u>CS</u>	use the Internet to identify relevant job openings and research companies of interest.	1. locate and utilize several employment sites using the Internet.
<u>CS</u>	assess educational background, working experience, capabilities and accomplishments, skills, interests, values, and personal qualities.	1. complete self assessments to identify occupational strengths, weaknesses, and areas of interest.
<u>CS</u>	recognize the components of an effective resume.	1. create an appropriate style of resume highlighting skills, experience, and education.
<u>CS</u>	recognize the components of an effective cover letter.	1. create professional cover letter for their field.
<u>CS</u>	understand the application process for employment.	1. prepare an accurate and error free employment application.
<u>CS</u>	understand the search interview process.	1. prepare a follow up correspondence to an interview.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 48; Letter Grade

Revision date: 04/04/11; 9/1/16

AASC Approval date: 09/20/16

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.