

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Obtaining Employment
COURSE NUMBER	BUSN 0250
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	24.0101, 52.0401, 52.1401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Getting Ready to Look for a Job
- II. Using Good Communication Skills for the Job Search
- III. Finding Openings
- IV. Application Blanks and Employment Tests
- V. Preparing Your Resume
- VI. Writing a Cover Letters are Looking for in Employees
- VII. Projecting a Professional Image
- VIII. Going on a Job Interview
- IX. Writing a Thank-you or Follow-up Letter
- X. Being an Employee

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Be able to identify personal qualities needed to identify an appropriate career.
 1. Be able to list strengths, weaknesses, interests that relate to chosen career field.
 2. Be able to utilize the internet to research career fields.
 3. Be able to conduct an informational interview to research a career.
- B. Be able to conduct a job search.
 4. Be able to utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
 5. Be able to make an appointment for informational interviews and interviews.
 6. Use good communication skills including listening, following directions, speaking, and using correct grammar in conducting a job search.
- C. Be able to complete an employment application.
 7. Use good written skills in completing an accurate and honest employment application.

8. Follow directions in completing an employment application.
- D. Be able to prepare a resume.
9. Utilize proper and professional design and layout techniques to develop a resume.
 10. Use good written skills in completing an accurate resume.
- E. Be able to prepare a letter of application.
11. Utilize proper design and layout techniques to write a letter of application.
 12. Use good written skills in writing a letter of application.
 13. Design personal letterhead.
- F. Be able to write a thank you or follow-up letter.
14. Utilize proper design and layout techniques to write a letter of application.
 15. Uood written skills in writing a letter of application.
- Design personal letterhead.
16. Follow appropriate business protocol in writing a letter of thanks following an interview.
- G. Be able to project a professional image during an interview.
17. Use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
 18. Identify why projecting a professional image is important to a job seeker.
 19. Identify successful factors of the job interview process.
 20. Demonstrate successful interview techniques during a mock interview.
- H. Be able to identify qualities needed to survive the job.
21. Identify successful job retention characteristics and traits for maintaining employment.
 22. Identify personal short-term and long-term career goals.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.