

COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Obtaining Employment
COURSE NUMBER	NAIL 0250
DIVISION	Career and Technical Education
DEPARTMENT	NAIL
CIP CODE	12.0410
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1 Lab:
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.

PROGRAM LEARNING OUTCOMES

1. Demonstrate safety and sanitation procedures required for professional license in the cosmetology industry
2. Utilize chemicals and implements to perform nail services including analysis and application.
3. demonstrate customer service skills
4. Perform a variety of nail services in compliance with the appropriate state requirements.

TEXTBOOKS

<http://kckccbookstore.com/>

METHOD 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. Identify personal qualities needed to identify an appropriate career.
 - 1. List strengths, weaknesses, interests that relate to chosen career field.
 - 2. Utilize the internet to research career fields.
 - 3. Conduct an informational interview to research a career.
- B. Conduct a job search.
 - 4. Utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
 - 5. 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. 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. 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. 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. Write a thank you or follow-up letter.
 - 14. Utilize proper design and layout techniques to write a letter of application.
 - 15. Use good written skills in writing a letter of application.
 - 16. Design personal letterhead.
 - 17. Follow appropriate business protocol in writing a letter of thanks following an interview.
- G. Project a professional image during an interview.
 - 18. Use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
 - 19. Identify why projecting a professional image is important to a job seeker.
 - 20. Identify successful factors of the job interview process.
 - 21. Demonstrate successful interview techniques during a mock interview.

H. Identify qualities needed to survive the job.

22. Identify successful job retention characteristics and traits for maintaining employment.

23. 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>.