



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: SDT-1203 Job Seeking Skills

Effective Date: Spring 2025

Submitted Date: September 2024

Credit Hours: 1

IAI Number (if applicable): None

Complete all that apply or mark "None" where appropriate:

Prerequisite(s): None

Enrollment by assessment or other measure? Yes No

If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: Yes No

Delivery Method: <input checked="" type="checkbox"/> Lecture	1 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Lab	0 Contact Hours (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Practicum	0 Contact Hours (2-4 contact = 1 credit hour)
<input type="checkbox"/> Internship	0 Contact Hours (5-10 contact = 1 credit hour)

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION:

This course will serve as a roadmap to design a career objective and assist students in developing the necessary strategies to select careers that fit their interests, values, skills, and personal goals. Students will learn the methods and techniques necessary for locating and pursuing employment in today's market. Topics include self-awareness, occupational awareness, decision-making, and job search strategies.

ACCREDITATION STATEMENTS AND COURSE NOTES:

None

COURSE TOPICS AND CONTENT REQUIREMENTS:

- Career Planning
- Where to Find Work
- Target Job Deconstruction
- Knock 'Em Dead: Resume Questionnaire
- What Type of Resume is Best for Me?
- Draft and Final Resume
- Cover Letter, Letter of Application, References
- Interview Questions, STAR Method
- Mock Interview

INSTRUCTIONAL METHODS:

- Assigned readings
- Lectures and discussions
- Videos
- In-class and out-of-class writing assignments
- Instructor assignment feedback

EVALUATION OF STUDENT ACHIEVEMENT:

Student must

- Participate in class discussions.
- Complete readings, writings, and assignments.
- Evaluate and revise written work.
- Use sources responsibly and ethically.

Student assignments are evaluated based on assignment requirements. Your grade for the course will be determined as follows:

- Discussion
 - Introductions, 10 points
 - Career Planning/Exploration, 20 points
 - Where to Find Work, 20 points
- Written Assignments
 - Written Assignment 1: Six Job Descriptions, 10 points
 - Written Assignment 2: Target Job Deconstruction, (TJD), 15 points
 - Written Assignment 3: Knock 'Em Dead, KED Resume Questionnaire, 15 points
 - Written Assignment 4: What type of Resume is Best for Me? 10 points

- Written Assignment 5: Resume Draft, 15 points
- Written Assignment 6: 25 Interview Questions/STAR Method, 50 points
- Written Assignment 7: What job are you applying for? 10 points
- Written Assignment 8: Cover Letter / Letter of Application, 25 points
- Written Assignment 9: References, 10 points
- Written Assignment 10: Resume Final, 50 points
- Final Exam
 - Mock Interview/Thank you note, 50 points

INSTRUCTIONAL MATERIALS:

Textbooks

None

Resources

Yate, Martin (2023). *Knock ‘Em Dead: The Ultimate Job Search Guide*. New York, Adams Media.

LinkedIn

Various online job search sites

Word-processing software

Videos resources

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- 1) Communication – to communicate effectively.
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgment or conclusion.
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally.
- 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies

Upon completion of this course, the student will be able to:

1. Identify, explore, and research specific career choices.
2. Identify, prioritize, and discuss work and personal values related to desired career choice.
3. Identify personal learning style.

4. Effectively use technology in the job search process, including the creation of job search documents and the effective use of the internet in searching for and applying for positions.
5. Demonstrate knowledge of basic job-hunting techniques and interviewing skills.
6. Create a resume, cover letter, and thank you letter specific to the job description and job-related skills.
7. Participate in a mock interview and receive feedback