COURSE INFORMATION FORM

DISCIPLINE
Computer Science & Information Systems

COURSE TITLE
Field Competencies and Employment Strategies

CR.HR  3  LECT HR.  2  LAB HR.  2  CLIN/INTERN HR.  0  CLOCK HR.  0

CATALOG DESCRIPTION
This course prepares the student for entry into the computer science workforce. It includes strategies for successful career goal setting, job seeking, and obtaining employment in the industry. Topics will include verbal communication, written communication, problem solving and decision making, professionalism, teamwork and team building. Participation in actual or simulated job interview and technical content pertinent to the program assessment being delivered. Instructor approval required to enroll in the course.

PREREQUISITES
Instructor approval required.

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)
I. Upon completion of this course, the student will be able to:
1. Describe and demonstrate employability skills that employers deem necessary in employees.
2. Develop a technical career plan utilizing various assessment instruments.
3. Demonstrate time management skills necessary in the workforce.
4. Demonstrate an understanding and use of communication skills necessary in the workplace.
5. Demonstrate an understanding of the team concept and participate in team building exercises.
6. Create documentation normally utilized in pursuit of a job or job change, including a cover letter, resume, reference list, follow-up letter, and letter of resignation.
7. Conduct a technical job search on the Internet, from newspaper or from networking.
8. Formulate and practice interviewing methods and skills.
9. Participate in a discipline-related industry assessment.
GENERAL EDUCATION OUTCOMES (ESO)

Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

1. Communication
   A. Listening and Skills
      1. Identify and apply the components of active listening in a variety of communication situations (1, 4, 5, 8)
      5. Adapt communication methodology to differing values, beliefs, and attitudes of audiences (1, 4, 5, 8)
      6. Demonstrate basic communication delivery skills, both vocally (volume, rate, articulation, variety) and nonverbally (posture, eye contact, use of face and hands) (1, 4, 5, 8)
      7. Manage and adapt communication apprehension in a variety of communication situations (1, 5)
      8. Analyze and evaluate the oral communication skills of others as well as self-evaluate and modify one’s own communication skills (1, 5)
   C. Writing Skills
      1. Respond to needs to different audiences and focus on a purpose (audience/purpose) (6)
      3. Logically organize and develop ideas into a meaningful whole, governed by a controlling idea (coherence) (6)
      6. Exhibit control of surface features of standard English, grammar, punctuation, and spelling (language use) (6)
      7. Use writing for inquiry, learning, thinking, and communicating (writing to learn) (6)

2. Critical Thinking
   A. Sort and classify information
      1. Distinguish among facts, feelings, judgment, and inferences, and prioritize the respective role of each within a given context (2)
   B. Define, analyze, and evaluate information, materials and data
      1. Objectively consider new information from diverse sources and perspectives (2)
      4. Integrate information and see relevant relationships that broaden and deepen understanding (2)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

1. Use industry specific software and/or apply troubleshooting skills to solve problems.
2. Create and defend solutions to real life business challenges.
3. Demonstrate professional oral and written communication skills.
4. Work effectively in a team environment.
5. Recognize the need for continued professional development.

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Classroom (1-8)
2. Presentations (5, 8)
3. Assignments (1-9)
4. Program Assessment (9)
COURSE OUTLINE FORM

DISCIPLINE: Computer Science & Information Systems

COURSE TITLE: Field Competencies and Employment Strategies

Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Career planning and goal setting
   A. Assessment of skills
   B. Career opportunities
   C. Career focus
   D. Career goals

II. Time management and personal organization
   A. Electronic management tools
   B. Collaboration tools

III. Communication skills
   A. Oral
   B. Nonverbal
   C. Written
   D. Listening

IV. Teambuilding
   A. Stages of team formation – team theory
   B. Team dynamics

V. Career management
   A. Job search techniques
   B. Resumes, cover letters, and related communications
   C. Networking and marketing
   D. Interviewing techniques
   E. Follow-up techniques
   F. Employment transition protocols
   G. Work ethics
   H. Leadership

VI. Problem solving
   A. Technical research methods
   B. Team problem solving strategies

VII. Program assessment participation