COURSE INFORMATION FORM

DISCIPLINE  INTE
COURSE TITLE  Employment Strategies for Technical Careers
CR.HR  2  LECT HR.  1.5  LAB HR.  1  CLIN/INTERN HR.  
CLOCK HR.  

CATALOG DESCRIPTION

This course prepares the student to use strategies for successful career goal setting, job seeking, obtaining, maintaining and terminating employment in technical areas. Topics will include conducting a job search, preparing a resume and cover letter, and participating in job interviews.

PREREQUISITES

CSIS 100 or CSIS 115 or higher

EXPECTED STUDENT OUTCOMES IN THE COURSE (ESO)

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

1. Describe and demonstrate employability skills.
2. Develop a technical career plan utilizing various assessment instruments.
3. Demonstrate time management skills necessary in the workforce.
4. Demonstrate an understanding of diversity in the workplace.
5. Demonstrate an understanding and use of communication skills necessary in the workplace.
6. Demonstrate an understanding of the team concept and participate in team building exercises.
7. Create a cover letter.
8. Create a technical resume.
9. Create a reference list.
10. Create a follow up letter.
11. Create a letter of resignation.
12. Conduct a technical job search on the Internet, from newspaper or from networking.
13. Formulate and practice interviewing methods and skills.
14. Demonstrate an understanding of entrepreneurship.
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.

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.

The student will demonstrate:

- Appropriate interpersonal skills and written communication related to obtaining and retaining employment in a technical field (1 – 14)
- Appropriate oral, written, and technical/electronic communication skills (8 – 13)

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

1. Classroom activities (1-14)
2. Presentations (1, 13)
3. Assignments (1-14)
4. Job interview (13)
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. Time management
II. Organization
III. Communication skills
   A. Oral
   B. Nonverbal
   C. Written
   D. Listening
   E. Digital
IV. Teambuilding
V. Conflict and Negotiation
VI. Diversity in the workplace
VII. Goal Setting and Planning
   A. Importance of goals
   B. How to set goals
   C. Creating a plan
VIII. Technical job search techniques
   A. Technical resume
   B. Cover letter
   C. Networking and marketing
   D. Interviewing techniques and dress code
   E. Follow-up techniques
IX. Terminating employment
X. Work ethics
XI. Leadership
XII. Entrepreneurship
XIII. Career portfolio*
XIV. Career Management*
   A. Discovery of career pathway options
   B. Guest speakers (industry specific professionals)
   C. Conduct interview with industry specific professionals
   D. Craft specific resume development