

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

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Status: Special Topics
Effective Term: Fall 2017

July 5, 2017

A. Identification:

1. Subject Area: Business (BUS)
2. Course Number: 298
3. Course Title: Navigating from Job Search to Accepting a Job Offer
(Banner Shortened Title: From Job Search to Job Offer)
4. Credit Hours: 1
5. Course Description: Introduction to fundamental ideas pertaining to how to effectively search for a job, create and deliver written application materials, and interview preparation and practice. Students will learn and analyze their professional strengths and weaknesses as they apply to a particular position description, learn basics of professional etiquette, and interact with others. One lecture.

B. Course Goals: To provide students with guidance on how to search for jobs, prepare and submit written application materials, develop their talking points to perspective employers, and learn strategies for successful interviewing. The goal of this course is to help students develop lifelong skills such that they will have the skills, knowledge, and abilities to have success in applying for jobs.

C. Course Outcomes will include:

Upon successful completion of this course, students will:

1. learn and recognize effective strategies for job hunting, including online and traditional methods;
2. develop skills in organizing ideas about own qualification and skill sets;
3. write a professional cover letter, resume, and reference page;
4. develop interview strategies and practice interviewing through a mock interview;
5. improve professional communication throughout application process.

D. Course Outcomes Assessment will include:

Formative Assessments

1. searching for and finding at least one appealing job description within the student's field of interest;
2. writing and editing a professional cover letter, resume, and reference page;
3. self-reflection assignment(s).

Summative Assessments:

1. submitting final version of a professional cover letter, resume, and reference page;
2. participating in a mock interview, adhering to professional standards of dress, presentation, and etiquette;
3. submitting professionally written Thank You note to interviewer.

E. Course Content will include the following topics and their effect on Professional Development:

1. self-awareness and self-reflection of strengths, weaknesses, & career aspirations;
2. ideas for job searching techniques;
3. exploring the basic elements of the application process (introduction to electronic application systems, submitting written materials, interview, and negotiations);
4. brainstorming, mapping, revising, and editing a professional cover letter, resume, and reference page;
5. preparation for and participation in a mock interview;
6. writing a professional thank you note.