

I. CATALOG DESCRIPTION:

- A. Department Information:
Department: Computer Information Technology
Division: Business & Information Technology
Course ID: BUSAD 039
Course Title: Strategies for Successful Employment
Units: 3
Lecture: 3 hours
Laboratory: None
Prerequisite: None
Departmental Advisory: CIT 010 and CIT 009
- B. Catalog and Schedule Descriptions:
This course is designed to help students develop the skills needed to successfully seek employment, including job search strategies, career paths, cover letter and resume writing, mock interviews, job applications, and positive workplace attitudes. (Formerly OIS 081)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One.

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of this course, the students should be able to:

- A. identify the most important attributes for the workplace.
- B. identify how a positive mental attitude changes negative thoughts to positive thoughts.
- C. recognize why goal setting is important for job search and analyze the process for setting goals.
- D. identify the guidelines for a professional appearance.
- E. interpret the guidelines for a professional appearance.
- F. distinguish how to act professionally in a business environment.
- G. assess the many different resources available to assist in the job search.
- H. correctly complete employment application forms.
- I. construct and write an effective cover letter.
- J. understand and use a personal data sheet as a preparatory step.
- K. write an effective resume.
- L. recognize how to use the telephone efficiently as a job search tool.
- M. apply procedures for making your own appointment for employment interviews.
- N. explore the elements of an effective employment interview.
- O. successfully participate in an employment interview.
- P. evaluate the results of the interview.
- Q. evaluate the standard rules of business conduct.
- R. explain how to cultivate positive work relationships.
- S. analyze the importance of setting a course for future career goals.

IV. CONTENT

- I. The Basic Workplace Attributes
 - A. Examining the Basic Workplace Attributes
 - 1. Knowing how to identify problems
 - 2. Knowing how to solve problems
 - 3. Knowing how to learn
 - 4. Knowing how to communicate
 - 5. Knowing how to motivate yourself and others
 - 6. Knowing how to lead
- II. Positive Attitudes and Goals
 - A. Developing a Positive Mental Attitude
 - 1. Laying the foundation

- 2. Practicing personal affirmation
 - B. Moving Toward Your Goals
 - 1. Setting and achieving your goals
 - 2. Overcoming barriers to goal setting
- III. Job Search Tools
 - A. Prospecting All Resources
 - 1. Checking government sources
 - 2. Exploring private sector employment agencies
 - 3. Using directories and publications
- IV. Job Search Techniques
 - A. Understanding traditional job search methods.
 - B. Understanding the most effective job search methods, warm and cold contacts.
 - C. Using the telephone for job search
 - D. Using the yellow pages for job search
 - E. Completing the Application
 - F. Writing Cover Letters
 - G. Perfecting the Employment Interview
 - 1. Checklist for the successful interview
 - 2. Preparing answers for the most commonly added interview questions
 - 3. Mastering the stages of the interview
 - 4. Evaluating the interview
 - 5. Following up after the interview
- V. Fitting into the Organization
 - A. Learning from the Employee Handbook
 - 1. Reviewing policies and procedures
 - 2. Finding out about performance review criteria
 - B. Understanding Work Relationships
 - 1. Developing interpersonal skills that are essential at the work place.
 - 2. Balancing emotions and intellect in the workplace
 - 3. Creating good work relationships
 - 4. Dealing with differences
- VI. Career Pathways
 - A. Charting the Path of Your Career
 - B. Moving Forward in Your Career

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstrations
- C. Directed discussion and discovery
- D. Role-playing exercises

VI. TYPICAL ASSIGNMENTS

- A. Reading, writing, problem solving or performance
 - 1. Write a one-page report that defines your short and long-range career goals and how you plan to achieve them.
 - 2. Write a two-page report defining the barriers to your success and how you plan to deal with them.
 - 3. Summarize in your own words the tactics you plan to use in negotiating a compensation package (salary and benefits). Add any tips you have found in your Internet or other research.

VII. EVALUATION(S)

- A. Methods of Evaluation
 - 1. End of chapter critical thinking questions

- a. What are the advantages of researching your occupational field and your targeted job?
- b. Why should you practice high ethical standards in the workplace?
2. Based on your portfolio, create a resume with an entry-level objective. Provide a cover letter.
3. Chapter tests
 - a. Purposely giving yourself positive reinforcement, motivation, and recognition is called _____.
- B. Frequency of Evaluation
 1. Fifteen to twenty chapter tests
 2. Three to four critical thinking questions per chapter

VIII. TYPICAL TEXT(S)

Harvey, Richard and Shutz, Patrick. Career Development, St. Paul, MN: EMC Paradigm Publishing Inc, 2001.

Levitt, Julie G. How to Make It Happen, 4th ed. Cincinnati, OH: South-Western Educational Publishers, 2000.

Reynolds, Caroline. Dimensions in Professional Development. Cincinnati, OH: South Western Publishing, 2001.

Zama, Barbara. The Job Search: Your Guide to Success, 2nd ed. Columbus, OH: McGraw-Hill, 2000.

IX. OTHER SUPPLIES REQUIRED FOR STUDENTS:

One Zip Disk.