Course discipline/number/title: AOP 2870: Employment Strategies

A. CATALOG DESCRIPTION
1. **Credits: 1**
2. **Hours/Week: 1**
3. **Prerequisites (Course discipline/number):** None
4. **MnTC Goals (if any):** NA

This course offers a highly individualized approach to developing job-seeking skills. The student will create a professional resume, cover/application letter, thank you letter, and reference list. Electronic job application completion and follow-up techniques will be covered. Effective interviewing skills will also be addressed. It is strongly recommended students have successfully completed at least half of their program credits before taking this course.

B. DATE LAST REVISED (Month, year): December, 2017

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Skills and competencies
2. Job search documents
3. Interviewing skills
4. Online presence

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Understand and identify personal and transferrable skills, competencies, and abilities.
2. Develop effective job search documents including resume, cover/application letter, reference list, and follow-up.
3. Demonstrate professional interviewing skills.
4. Understand the positive and negative effects of your online/social media presence.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Methods may include but are not limited to:
1. Assignments
2. Examinations
3. Projects

G. RCTC CORE OUTCOME(S) ADDRESSED:
Communication. Students will communicate appropriately for their respective audiences.

Personal and Professional Accountability. Students will take responsibility as active learners for achieving their educational and personal goals.

H. SPECIAL INFORMATION (if any): None