

# **ILLINOIS VALLEY COMMUNITY COLLEGE**



## **Course Syllabus**

### **Occupational Technologies Division**

### **SDT 1203 - Job Seeking Skills**

Date:	December, 1997
Semester Hours:	One Hour
Prerequisite:	None
Lecture:	One Hour
Labs:	None
Offered:	Fall, Spring, Summer
Instructor:	Staff

#### **CATALOG DESCRIPTION:**

This class is designed to help the student acquire the necessary skills and strategies essential to obtaining a job; the methods and techniques for locating and pursuing available jobs; to fine tune each student's interviewing skills; and to identify any further training or education needed to compete for and obtain the desired job.

#### **COURSE OBJECTIVES:**

Upon completion of this course students will be able to:

1. Recognize the skills and strategies necessary to obtain employment and keep a job.
2. Identify sources for finding employment.
3. Develop an understanding of how to effectively use job seeking tools.
4. Develop a resume and cover letter for a job of their choice.
5. Answer interview questions properly and thoroughly.

#### **COURSE CONTENT:**

- I. Introduction
- II. Identifying Your Knowledge, Skills, and Abilities
  - A. SCANS Competencies

- B. Interest inventory
- C. Personal Values and Traits Inventory
- III. Job Seeking Process
  - A. What Do Employers Want?
  - B. Assessing labor Market Information
  - C. Locating Job Openings
  - D. Researching the Job and the Employer
  - E. Identifying Salary Needs
  - F. Interviewing for Information
- IV. Market Yourself
  - A. Cover Letters
  - B. The Job Application
  - C. Resume Writing
  - D. Thank-You Notes and Follow-up
- V. Interviewing
  - A. Proper Attire
  - B. Preparing for the Interview
  - C. Interview form the Interviewer's Point of View
  - D. Dynamics of an Interview
  - E. Different Kinds of Interview
  - F. Common Interview Questions
  - G. Negotiating Salaries
  - H. Mock Interview
- VI. Surviving On the Job

### **INSTRUCTIONAL METHOD:**

The class will be taught using a lecture and participatory format.

Handouts will be given to all students containing all information necessary for course completion.

Quizzes will be given

Students will participate in a videotaped simulated interview in the IVCC television studio. The tapes will be reviewed and discussed in class.

### **STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**

Students are required to attend class, read all material in the handouts, participate in all group discussions, and submit all assignments.

Written quizzes will be completed in class.

Students are expected to participate in class discussions every day.

Students are expected to complete a videotaped simulated interview and review and discuss the tape in class.

**REFERENCES:**

*Occupational Outlook Handbook*, U.S. Department of Labor, current edition.

*Dictionary of Occupational Titles*, U.S. Department of Labor, current edition.

*Take Hold of Your Future: A Career Planning Guide*, JoAnn Harris-Bowlsby, James D. Spivak, and Ruth S. Lisansky; ACT Program, 1983; Towson, Maryland.

*What Color is Your Parachute?*, Richard Bolles; Ten Speed Press, 1981; Berkeley.

*Megatrends*, John Naisbitt; Warner Books, 1984; New York.

*The Three Boxes of Life*, Richard Bolles; Ten Speed Press, 1981; Berkeley.

*The One-Minute Manager*, Kenneth Blanchard, PhD, and Spencer Johnson, MD; William Morrow and Company, 1982; New York.

*Guerrilla Tactics in the Job Market*, Tom Jackson; Bantam Books, 1981; New York.

University/College Catalogs, University/College Counseling Centers, and University/College Placement offices of various universities and colleges, nationally and internationally.

Federal job listings and state job titles listings, current editions.