ELECTRICAL INDUSTRY SEARCH SKILLS — ELLW 1185

A. Course Description

- Credits: 1.00
- Lecture Hours/Week: 1.00
- Lab Hours/Week: 0.00
- OJT Hours/Week: 0
- Prerequisites: None
- Corequisites: None
- MnTC Goals: None

This course covers a comprehensive view of the aspects incurred in job search activity. It will cover locating job openings, hidden markets, assessing employment strengths, writing resumes, writing cover letters, completing applications, preparing for interview questions, and using the computer highway for job searching. Prerequisites: None

B. Course Effective Dates: 3/18/98 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. acquire job service information, apply job referencing resources, collect appropriate references, evaluate mock interview
2. evaluate mock interview, practice interviewing skills, identify personal grooming and dress presentation
3. prepare personal information data sheet
4. research company requirements and prepare received applications
5. write cover letters, resumes and thank you letters

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted