



## JOB SEARCH SKILLS — INTS 1010

### 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 is designed to introduce students to the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, assessment of talents, exploration of career options, analysis of the job market, effective use of employment search tools (e.g. resume, cover letters, interviewing, networking), and management of career pathways.

### B. Course Effective Dates: 9/22/00 – Present

### C. Outline of Major Content Areas

1. Career Skills
2. Job Search
3. Resume and Cover Letter

### D. Learning Outcomes

1. Analyze job market trends and future career pathways
2. Assess how personal skills, interests, and values influence on the career search
3. Construct a professional resume that clearly outlines student's unique skills and qualifications
4. Define job search goals
5. Demonstrate their understanding of the dynamics of interviewing
6. Determine transitional issues for post-graduation endeavors and manage job search
7. Identify different career options for chosen major
8. Learn about resources and information that can be utilized in the job search process
9. Research resources to assist with the employment search and acquire organizational knowledge
10. Write an action-oriented and concise cover letter, and a professional thank-you letter

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

**F. Learner Outcomes Assessment**

As noted on course syllabus

**G. Special Information**

None noted