ORAL BUSINESS COMMUNICATIONS AND JOB SEEKING SKILLS — ADMS 1285

A. Course Description

- **Credits:** 2.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course covers the development of oral communication skills in the following areas: one-to-one communication, oral presentations to groups, use of MS PowerPoint in presentations and student evaluation of speeches. Students will also learn successful employment interview strategies as well as how to find various job leads, write a successful resume, cover letter, and follow-up letter.

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas

- As noted on course syllabus

D. Learning Outcomes

1. Deliver presentations and prepared speeches.
2. Determine employment goals and personal development strategies.
3. Develop interview essentials and preparedness.
4. Identify best practices in oral communications in the workplace.
5. Identify content to create and write effective resumes and cover letters.
6. Identify job search resources, including building a career network and portfolio.
7. Identify the stages of the job search journey.

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

F. Learner Outcomes Assessment

- As noted on course syllabus
G. Special Information

None noted