

# Job Search Prep

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Nina Milbauer; Lori Kelley
<b>Development Date</b>	3/16/2006
<b>Course Number</b>	10-107-175
<b>Instructional Level</b>	Associate Degree
<b>Potential Hours of Instruction</b>	16
<b>Total Credits</b>	1

### Description

Introduction to planning and organizing a job search in information technology. Activities include the development of a personalized job search plan, correspondence, resumé and portfolio.

### Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	16	1
Online Learning		

### Learner Supplies

3 ring binder.

### Prerequisites

IT students must have completed all IT (150-, 152-, 154-, 107-) courses in the first two semesters of the program in order to enroll in this course

### Exit Learning Outcomes

#### Core Abilities

- A. Communicate effectively
- B. Develop self-awareness

### Competencies

- A. **Produce a self-analysis inventory of skills and experiences.**

#### You will demonstrate your competence:

- A.1. by participating in the class
- A.2. by completing self analysis assignment

#### Your performance will be successful when:

- A.1. you complete your self analysis assignment correctly
- A.2. you attend class regularly
- A.3. you arrive for class on time
- A.4. you listen attentively during class
- A.5. you enter into class discussions about jobs you are qualified for
- A.6. you enter into class discussions about skills and experiences to include in resume/cover letter

- A.7. you enter into class discussions about skills and experiences to develop
- A.8. you enter into class discussions about values, personal skills, transferable skills, and technical skills
- A.9. you enter into class discussions about understanding the current job market

**B. Produce a job search plan.**

**You will demonstrate your competence:**

- B.1. by participating in the class
- B.2. by completing self analysis assignment
- B.3. by completing job search/career plan assignment

**Your performance will be successful when:**

- B.1. you complete your job search plan assignment correctly
- B.2. you attend class regularly
- B.3. you arrive for class on time
- B.4. you listen attentively during class
- B.5. you enter into class discussions about the types of jobs in the information technology industry
- B.6. you enter into class discussions about industries that have jobs in information technology
- B.7. you enter into class discussions about sources of past jobs
- B.8. you enter into class discussions about networking to find jobs in information technology
- B.9. you enter into class discussions about internet job searches
- B.10. you enter into class discussions about unsolicited letter campaign
- B.11. you enter into class discussions about cold calls
- B.12. you enter into class discussions about placement offices
- B.13. you enter into class discussions about employment agencies/head hunters

**C. Prepare an IT professional cover letter**

**You will demonstrate your competence:**

- C.1. by participating in the class
- C.2. by completing cover letter assignment

**Your performance will be successful when:**

- C.1. you complete your cover letter assignment correctly
- C.2. you attend class regularly
- C.3. you arrive for class on time
- C.4. you listen attentively during class
- C.5. you enter into class discussions about reviewing basic contents of a letter
- C.6. you enter into class discussions about topics to avoid in a cover letter

**D. Prepare an IT professional resume.**

**You will demonstrate your competence:**

- D.1. by participating in the class
- D.2. by completing self analysis assignment
- D.3. by completing resume assignment

**Your performance will be successful when:**

- D.1. you complete your resume assignment correctly
- D.2. you attend class regularly
- D.3. you arrive for class on time
- D.4. you listen attentively during class
- D.5. you enter into class discussions about reviewing basic contents of a resume
- D.6. you enter into class discussions about sections needed in a resume
- D.7. you enter into class discussions about writing an effective resume for an information technology job

D.8. you enter into class discussions about professional resume content

**E. Complete a job application form.**

**You will demonstrate your competence:**

- E.1. by participating in the class
- E.2. by completing self analysis assignment
- E.3. by completing application information assignment

**Your performance will be successful when:**

- E.1. you complete your application information assignment correctly
- E.2. you attend class regularly
- E.3. you arrive for class on time
- E.4. you listen attentively during class
- E.5. you enter into class discussions about details necessary for a job application

**F. Prepare for an interview.**

**You will demonstrate your competence:**

- F.1. by participating in the class
- F.2. by completing self analysis assignment
- F.3. by completing in class interview exercise

**Your performance will be successful when:**

- F.1. you complete your in class interview exercise correctly
- F.2. you attend class regularly
- F.3. you arrive for class on time
- F.4. you listen attentively during class
- F.5. you enter into class discussions about the definition of an interview
- F.6. you enter into class discussions of facts about interviews
- F.7. you enter into class discussions about interview basics
- F.8. you enter into class discussions about personal preparation for an interview
- F.9. you enter into class discussions about the function and format of a screening interview
- F.10. you enter into class discussions about the function and format of a management interview
- F.11. you enter into class discussions about the function and format of a technical interview
- F.12. you enter into class discussions about answering difficult questions in an interview
- F.13. you enter into class discussions about answering illegal questions in an interview

**G. Prepare for professional follow-up to a job interview.**

**You will demonstrate your competence:**

- G.1. by participating in the class
- G.2. by completing job search portfolio assignment

**Your performance will be successful when:**

- G.1. you complete your job search portfolio assignment correctly
- G.2. you attend class regularly
- G.3. you arrive for class on time
- G.4. you listen attentively during class
- G.5. you enter into class discussions about ways to follow-up after an interview
- G.6. you enter into class discussions about timeliness of follow-up
- G.7. you enter into class discussions about who to follow-up with
- G.8. you enter into class discussions about self evaluation of the interview

**H. Prepare to accept an offer.**

**You will demonstrate your competence:**

- H.1. by participating in the class
- H.2. by completing job search portfolio assignment

**Your performance will be successful when:**

- H.1. you attend class regularly
- H.2. you complete your job search portfolio assignment correctly
- H.3. you arrive for class on time
- H.4. you listen attentively during class
- H.5. you enter into class discussions about accepting an offer
- H.6. you enter into class discussions about rejecting an offer gracefully
- H.7. you enter into class discussions about evaluating an offer
- H.8. you enter into class discussions about the amount of time to consider an offer
- H.9. you enter into class discussions about negotiation of the offer
- H.10. you enter into class discussions about at will employment

**I. Produce a personal job search portfolio.****You will demonstrate your competence:**

- I.1. by participating in the class
- I.2. by completing job search portfolio assignment

**Your performance will be successful when:**

- I.1. you complete your job search portfolio assignment correctly
- I.2. you attend class regularly
- I.3. you arrive for class on time
- I.4. you listen attentively during class
- I.5. you enter into class discussions about continuing professional development