

**Louisiana Delta Community College
Academic Affairs Master Syllabus**

Course Name: JOB SEEKING SKILLS

Course Number: JOBS 2450

Credit Lecture hours: 2 **Lab Hours:** 0 **Contact Hours:** 60

Textbook, Author, and Publisher: To be provided by College Campus Instructor Information:
To be provided by College Campus Class Location: To be provided by College Campus

Course Description: This course should be taken during the last semester of enrollment prior to completion of diploma/degree requirements.

This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job.

The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

Prerequisites: ORNT 1000

Co-requisites: None

Learning Outcomes: On completion of this course, the student should be able to perform the following with a proficiency that complies with the minimum standard of industry:

1. Define job seeking terminology, resources used, and expectations of employers.
 - a. Define frequently used job seeking terms.
 - b. Write sentences using appropriate course-related vocabulary words.
 - c. Locate resources commonly used for finding gainful employment.
 - d. List expectations of employers.
 - e. List methods for contacting potential employers.
 - f. Contact potential employers using identified methods and appropriate personal appearance guidelines.
2. Complete an individual student career presentation portfolio.
 - a. Complete the compilation of documents for a portfolio.
 - b. Define the appropriate content and use of a portfolio in various job interview situations.
 - c. Complete a presentation portfolio to include at a minimum:
 - i. Copy of high school diploma/GED

- ii. Work Keys score reports/Louisiana Work Ready! (National Career Ready) Certificate
 - iii. At least one work sample from technical area
 - iv. LDCC transcript/Student Competency Record/copy of certificate, diploma, degree
 - v. Evidence of organization membership/ community service
 - vi. Personal resume and references
3. Outline information essential to applying for, evaluating, and terminating a job.
 - a. Describe the types, parts, format, and uses of résumés.
 - b. Prepare a personal résumé.
 - c. Identify use, purpose, and information contained in a letter of application.
 - d. Write a letter of application.
 - e. Identify the purpose and information contained within a job application form.
 - f. Complete job application forms.
 - g. Explain appropriate job interview information/responses, personal appearances, and conduct.
 - h. List tests, which may be required by a potential employer.
 - i. Participate in mock job interviews.
 - j. Conduct a job follow-up using the techniques of personal/walk-in, telephone, and follow-up letter.
 - k. List items to consider when evaluating a job offer, giving the impact or value of each.
 - l. Identify correct procedures for terminating employment.
 - m. Write a letter of resignation.
4. Students should expect to complete at least 7.5 hours of work outside of class meeting time per credit hour.
 - a. Prepare for WorkKeys certification by completing free WorkKeys practice tests on various websites provided by instructor.
 - b. Sit for and take the WorkKeys certification test.

Assessment Measures: To be provided by the College Campus.

Library Resource Center: The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

Special Accommodations: Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each

semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a nonretroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct: Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.