

**MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH  
COURSE OUTLINE**

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**Course Title:** Job Search Strategies  
**Quarter Course Prefix and Number:** GSCL 2515  
**Semester Course Prefix and Number:** GECL 2175

**Approval Date:**  
**Revision Date:**

**Number of Credits:** 1      **Number of Lecture Credits:** 0      **Number of Lab Credits:** 1  
**Semester(s) Offered:** F & S      **Number of Studio/Discussion Credits:** 0

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**Course Purpose Code:**

- 0 – Developmental Courses
- 1 – General Studies (Eveleth Campus only)
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 - Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
- 5 – Course which is intended to fulfill general education, Minnesota Transfer Curriculum (MNTC) requirements.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

**Catalog Description:**

This course introduces the student to a process for developing self-awareness, considering career opportunities, constraints, choices, and consequences; identifying career-related goals; and planning of work, education, and related experiences to attain specific career expectations. Students will also learn how to create job application correspondence and prepare for and participate in job interview questions.

**Prerequisites and/or recommended entry skills/knowledge:**

Course Prerequisite(s): none  
Reading Prerequisite:  
Composition Prerequisite:  
Mathematics Prerequisite:

**Career Programs and Transfer Majors Accessing this Course:**

All technical programs on the Eveleth Campus.

**Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:** Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Vice President of Academic Affairs approval are required).

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| 0. <input checked="" type="checkbox"/> None                                | 6. <input type="checkbox"/> The Humanities and Fine Arts     |
| 1. <input type="checkbox"/> Communications                                 | 7. <input type="checkbox"/> Human Diversity                  |
| 2. <input type="checkbox"/> Critical Thinking                              | 8. <input type="checkbox"/> Global Perspectives              |
| 3. <input type="checkbox"/> Natural Sciences                               | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning                 | 10. <input type="checkbox"/> People and the Environment      |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences |  |

**Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:**

The following list of course goals will be addressed in the course. The student will:

- Describe career planning importance
- Assess personal aptitudes/interests
- Identify personal career attitudes/values/circumstances
- Assess career opportunities
- Describe chosen occupation job requirements
- Determine employment objectives
- Identify job search methods
- Identify employer expectations
- Complete personal data sheets
- Prepare personal resume
- Prepare job applications/cover letters
- Describe successful interviewing techniques
- Demonstrate successful interviewing techniques
- Determine job leads
- Prepare for job interviews
- Describe interview follow-up techniques
- Prepare interview follow-up techniques/thank you letter
- Demonstrate appropriate job search telephone procedures/etiquette
- Demonstrate positive job search attitudes/behavior
- Select appropriate workplace attire
- Describe employee rights/responsibilities
- Describe employer rights/responsibilities
- Develop job search plans
- Display dependability
- Maintain active class participation
- Perform assigned tasks
- Identify excellent personal references
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**Possible student assessment methods:**

- Completion of portfolio components: resume, cover letter, references, samples of work, recommendation letters
- View his/her own video-taped mock interview; preparation includes researching the company and responding appropriately to commonly asked questions, including technical questions that pertain to his/her field
- Interview a person in his/her field using a common format given by instructor
- Attendance is expected for each class session
- Outside lab time is expected to complete assignments
- Students will be responsible for maintaining communication with instructor concerning any absences

**Use of instructional technology (includes software, interactive video and other instructional technologies):**

Use of Internet for company research and job searching  
Use of a word processing program to create resume, cover letter etc.  
Use of video camera and tapes for mock interviews

**A one-paragraph summary or outline of the major course content:**

This class prepares the student for job searching and interview situations. It provides him/her with tools to assist in the job search process, as well as presenting him/her with techniques most successfully used by job seekers. This course gives the students background in what employers are seeking in an employee, as well as suggestions on how to market his/her talents.

**Additional special information (special fees, directives on hazardous materials, etc.)**

None

**APPROVALS:**

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Meet and Confer		
Vice President of Academic Affairs		

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