

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title: Human Dynamics
Semester Course Prefix and Number: GECL 2185
Old Quarter Course Prefix and Number: GSSS2512

Submitted By:
Approval Date:
Revision Date:

Number of Credits: 1
Semester(s) Offered:
Class Size:
Negotiated by AASC on: (date)
Number of Lecture Credits: 1
Number of Lab Credits:0
Number of Lab Hours:
Number of Studio/Demonstration/Internship Credits:

Course Purpose Code:

- 0 - Developmental Courses
X 1 - Non-transferable
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 MNTC (e.g. computer science, health, physical education)
5 - Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
9 - Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course covers the study of our own personal dynamics and how it influences our interaction with others. Students will gain knowledge about themselves and how we relate to others at home, with our co-workers, supervisors and customers. Students will evaluate, demonstrate, and practice skills to improve and strengthen their interaction with others.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s):
Reading Prerequisite:
Composition Prerequisite:
Mathematics Prerequisite:

Career Programs and Transfer Majors Accessing this Course

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 Chief Academic Officer's approval are required.)

- 0. X None
1. Communications
2. Critical Thinking
3. Natural Sciences
4. Mathematical/Logical Reasoning
5. History and the Social and Behavioral Sciences
6. The Humanities and Fine Arts
7. Human Diversity
8. Global Perspectives
9. Ethical and Civic Responsibility
10. X People and the Environment

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

The following list of course goals will be addressed 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
- 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

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

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

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Approvals:

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
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