

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title: RESUME WORKS

Semester Course Prefix and Number: SSS 1465

Old Quarter Course Prefix and Number: CAOR 1465

Submitted By: Jim Cagle

Approval Date: 10/10/02

Revision Date: January 2002

Number of Credits: 1

Semester(s) Offered: any

Negotiated Class Size: 30

Number of Lecture Credits: 1

Number of Lab Credits: N/A

Number of Lab Hours:

Number of Studio/Demonstration/Internship Credits:N/A

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 is a resume preparation course that guides students to assess their job-related skills and abilities, define job objectives and prepare a finished resume that will meet employers' expectations. The course will focus primarily on resume writing with other aspects of the job search covered briefly.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): None

Reading Prerequisite: None

Composition Prerequisite: None

Mathematics Prerequisite: None

Career Programs and Transfer Majors Accessing this Course:

This course is only open to Student Support Services Project participants.

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. 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. People and the Environment

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

The student will:

- Learn various resume formats and be able to choose the format that best fits their backgrounds and objectives
- Assess their skills, abilities and experience
- Prepare a final copy of their resumes and list of references
- Learn how to research and develop an effective network of employer contacts

Student assessment methods:

- Class attendance/participation
- Job experience and skills assessment worksheets
- Final draft of resume and references

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

- Computer lab for work processing
- Video equipment
- Resume program software

Outline of the major course content:

- Assessment of skills, abilities and experience
- Comparative review of resume styles and formats
- Resume preparation
- Developing effective references
- Final layout and preparation of resume
- Using the resume in job search

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

Transfer Information: (Please list colleges/majors that accept this course in transfer.)
Course is transferable as elective credits only.

Approvals:

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Meet and Confer		
Chief Academic Officer		

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services, Curriculum Committee Chair