MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title:	**RESUME WORKS**	**Submitted By:**	**Jim Cagle**
Semester Course Prefix and Number:	**SSS 1465**	**Approval Date:**	**10/10/02**
Old Quarter Course Prefix and Number:	**CAOR 1465**	**Revision Date:**	**January 2002**

Number of Credits: **1** **Number of Lecture Credits:** 1

Semester(s) Offered: **any** **Number of Lab Credits:** N/A **Number of Lab Hours:**

Negotiated Class Size: **30** **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)
__X__ **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.

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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. **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. ____ 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