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
Number of Lecture Credits: 1
Number of Lab Credits: N/A
Number of Lab Hours: N/A
Negotiated Class Size: 30

Course Purpose Code:

0 – Developmental Courses
1 – General Studies (Eveleth Campus only)
2 – Technical course related to career programs
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.

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

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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:

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

Revised 1/2002