



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW:

(i.e. 2003-2004)

2010

NEXT REVIEW: 2014-2015

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Successful Job Search

COMMON COURSE NUMBER: OST 2053

CREDIT HOURS: 1

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 16 Lab:

Clinic: Other:

PREREQUISITE(S): NONE

COREQUISITE(S): NONE

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course presents a hands-on, interactive study of interview and employability skills and focuses on the keys to career success.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Success and goals
2. Success in the job search
3. Success before, during, and after the interview
4. Success through networking
5. Success on the job
6. Success for life

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Students will be assessed by, but not limited to, written assignments, simulated exercises, discussions, quizzes, exams, and projects.

Common Course Number: OST 2053

UNITS

Unit 1: Success and goals

General Outcome:

- 1.0 The students will be able to define success, , set goals and formulate an action plan to achieve their goals.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define success**
- 1.2 Set goals**
- 1.3 Formulate an action plan towards accomplishing their goals**

Common Course Number: OST 2053

Unit 2: Success in the job search

General Outcome:

2.0 The will be able to know and demonstrate the components of a personal job search.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Conduct a successful personal job search**
- 2.2 Develop a professional resume with references**
- 2.3 Obtain letters of recommendations**
- 2.4 Write cover letters**
- 2.5 Prepare a portfolio**
- 2.6 Complete employment applications**

Common Course Number: OST 2053

Unit 3: Success before, during and after the interview

General Outcome:

3.0 The student will be able to understand the different types of interviews and their purposes.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Identify the different types of interviews and their purpose**
- 3.2 Identify what interviewers look for in a candidate and how they treat candidates**
- 3.3 Handle typical and tough interview questions**
- 3.4 Write a follow-up letter**
- 3.5 Understand the purpose of a second interview**
- 3.6 Decline and/or accept a job offer**

Common Course Number: OST 2053

Unit 4 :Success through networking

General Outcome:

4.0 The student will be able to network and understand the channels of networking.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Define networking

4.2 Distinguish between formal and informal channels of networking

4.3 List the win/win aspects of networking

Common Course Number: OST 2053

Unit 5: Success on the job

General Outcome:

- 5.0** The student will be able to obtain a mentor for their goal. Know the requirements of their job and cultivate the right on-the-job attitude. The student will be able to assemble the right working wardrobe and refine proper communication skills. The student will have the opportunity to reinforce proper speaking, listening, and writing skills; as well as, time management, and telephone skills. The student will also learn how to meet the demands of others and say “no” in a positive manner.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1** Choose a role model
- 5.2** Know their job requirements
- 5.3** Assemble a working wardrobe
- 5.4** Refine communication skills
- 5.5** Practice listening, speaking and writing skills
- 5.6** Practice telephone and time management skills
- 5.7** Say “No” in a positive manner

Common Course Number: OST 2053

Unit 6: Success for life

General Outcome:

- 6.0 The student will be able to identify a role model and/or become a role model. The student will also know how life-long learning contributes to success and know how to become a life-long learner. The student will learn the building blocks to commitment.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Know how role models assist in achieving goals**
- 6.2 Find and work with a role model**
- 6.3 Become a role model**
- 6.4 Know how life-long learning contributes to life-long success**
- 6.5 Know ways to become a life-long learner**
- 6.6 Know the building blocks to success**