



Broward Community College

Course Outline

STATUS: A

COMMON COURSE NUMBER: SLS 1350

COURSE TITLE: Employability Skills

CREDIT HOURS: 1

CONTACT HOURS BREAKDOWN:

Lecture/Discussion 16

Lab

Other

Contact Hours/Week 1

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

This course is a study of the methods and techniques used in the job search process with particular emphasis on resume writing, interview techniques, employment communications, and job search strategies.

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

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

UNIT TITLES:

1. Overview
2. Job Search Strategies
3. The Hiring Process
4. Job Maintenance Skills

I. Course Overview:

Upon successful completion of this course, the students should be able to demonstrate an understanding of the process of locating, applying for, and keeping a job.

II. Units:

Unit 1. Overview

General Outcome:

- 1.0 The students should be able to demonstrate familiarity with the concept of employability skills.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Describe the nature of the job market.
- 1.2 Describe the hiring process.
- 1.3 Describe the process of self-assessment as it relates to employability.

Unit 2. Job Search Strategies

General Outcome:

2.0 The students should be able to locate job openings.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Identify prospective employees through the use of directories and other resources.
- 2.2 Locate job openings through personal contacts.
- 2.3 Locate and use job listings.

Unit 3. The Hiring Process

General Outcome:

3.0 The students should be able to demonstrate the skills necessary to become a successful job seeker.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Write an effective resume and cover letter.
- 3.2 Complete a job application form.
- 3.3 Describe the interviewing process.
- 3.4 Demonstrate effective interviewing skills.

Unit 4. Job Maintenance Skills

General Outcome:

4.0 The students should be able to demonstrate the skills necessary to be a successful employee.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

4.1 Identify job satisfiers and dissatisfiers.

4.2 Describe the career advancement process.

Special Student Projects:

Students may be required to participate in a video-taped mock job interview.