

7/1/03

MASTER SYLLABI
MINNESOTA SCHOOL OF BUSINESS
GLOBE COLLEGE
TECHNICAL COURSE SYLLABUS

COURSE NUMBER: **CM250** COURSE TITLE: CAREER DEVELOPMENT
COURSE LENGTH: 12 WEEKS CREDIT HOURS: 1
PREREQUISITES: FINAL QUARTER CONTACT HOURS: 20 HOURS (LAB)

TEXT: CREATIVE JOB SEARCH, Current Edition, by Minnesota Department of Economic Security

COURSE DESCRIPTION: Covers the writing of resumes and letters of application, interviewing techniques, and career planning strategies. Resumes and letters of application will be constructed and interviewing techniques and career goals will be discussed as they relate to the student's career field.

OBJECTIVES: Upon completion of this course the student will be able to:

1. Construct a professional looking resume.
2. Write a professional looking cover letter.
3. Correctly and professionally prepare material associated with the job search.
4. Professionally prepare for and participate in an interview.
5. Prepare a professional portfolio presentation summarizing his/her specific qualifications.
6. Communicate effectively his/her assets, capabilities, skills, and values.

COURSE OUTLINE:

	Topic/s & Class Activities	Required Reading
Unit #1	Skills Identification	As assigned by Instructors
Unit #2	Resumes and Cover Letters & Internet Job Search Strategies	
Unit #3	Job Search Preparation Tools	
Unit #4	Job Search Process	
Unit #5	The Job Interview	
Unit #6	Finishing Touches	

RESEARCH METHODS:

This course requires a minimum of one hour of instruction in research sources and methods specific to the course and research assignments. Scheduling of the instructional session should occur prior to, or concurrent with, the introduction of the first research requirement. This session is best conducted in the library, but may be conducted in the classroom with appropriate materials. This instruction will be delivered by the librarian, in conjunction with the regular instructor. The librarian is responsible for preparation of the instructional materials, which will be reviewed by the regular instructor.

INSTRUCTIONAL METHODS: Combination of lecture, class discussion and assignments will be utilized. This is a student-based course and much of the work expected of the student is experiential.

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EVALUATION METHODS: Career Assignments 80% of final grade
In-class Activities/Participation: 20% of final grade

(Percentages may vary as determined by the individual instructor's assessment of their specific class.)