

North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2000-01

DIVISION/AREA:HHS

DEPARTMENT:OAS

AREA DEAN: C. PICARD

ORIGINATOR:B. LINDSEY

TOTAL HOURS OF INSTRUCTION: 16

Lecture: 16 Lab: Total Contact Hours: 16

COURSE NUMBER: OAS 190

CREDIT HOURS: 1

COURSE TITLE: EMPLOYABILITY SKILLS

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

Open to all majors. Ideal as a capstone course at the close of the student's course work, or helpful anytime an individual is ready to embark on a new job search.

CATALOG DESCRIPTION: This course is designed for all majors. It is ideal as a capstone course at the close of the student's coursework or helpful anytime an individual is ready to embark on a new job search. Topics presented include: company research, interviewing, and creating *effective* job search documents. Students develop practical skills to encompass techniques and strategies, ethical and legal considerations advocated in the workplace.

GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

- To develop knowledge of job qualifications
- To develop knowledge of job-search procedures.
- To practice an ordered approach to problem solving
- To practice organizational skills/working on multiple tasks
- To locate employment resources
- To prepare employment documents
- To practice interviewing communications
- To communicate accurately using various business tools (such as memoranda and the Internet.)

COURSE TITLE AND NUMBER: OAS 190 EMPLOYABILITY SKILLS

COURSE OBJECTIVES & OUTCOMES: To develop knowledge of job qualifications To develop knowledge of job-search procedures. To practice an ordered approach to problem solving To practice organizational skills/working on multiple tasks To locate employment resources To prepare employment documents To practice interviewing communications To communicate accurately using various business tools (such as memoranda and the Internet.)

METHODS OF INSTRUCTION: Class discussion, library work, presentation, role playing, guest speakers, document production, research, lecture, projects.

METHODS OF EVALUATION:
Document production, role playing, projects

REQUIRED TEXTS: (Representative List)

None

Optional supplementary Materials:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Offered in 5, 8, or 10 week condensed format to equal 1 credit hour of contact time.

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____