

Course Objectives/Course Outline
Spokane Community College

Course Title: Employment Preparation

Prefix and Course Number: APLED 125

Course Learning Outcomes:

By the end of this course, a student should be able to:

- analyze personal employment goals
- evaluate obstacles to employment
- prepare an effective employment portfolio
- develop job search strategies
- demonstrate job interviewing skills

Course Outline

- I. Values Identification
 - A. Assessment
 - B. Career Goal Setting
- II. Communication with Clients
 - A. Customer Relations in the Marketplace
 - B. Characteristics of Effective Communication
 - C. Customer Expectations
 - D. Customer Complaints
- III. Assessing Job Skills
 - A. Skills and Abilities
 - B. Training Areas
 - C. Personal Assessment
 - D. Obstacles to Employment
 - E. Personal Abilities and Assets
- IV. Developing a Resume
 - A. Career Objectives
 - B. Assessing Skills and Experience
 - C. Creating the Resume
- V. Preparing Cover Letters
 - A. Application Letters
 - B. Thank You Letters
- VI. Completing the Application Form
 - A. Compiling Information
 - B. Answering Questions
 - C. Form Completion

- VII. Preparing for the Job Interview
 - A. Arranging the Interview
 - B. First Impressions
 - C. Stages of the Interview
 - D. Answering Questions
- VIII. Finding Employment
 - A. Sources of Job Information
 - B. Job Search Strategy
- IX. Employment and Leadership in a Diverse Workplace
 - A. Cultural Values
 - B. Direct and Indirect Communication
 - C. Ethnocentrism to Ethnorelativism
 - D. Methods of Maximizing Respect in Teams
- X. Leadership Styles
 - A. Types
 - B. Leadership Models
 - C. Team Leaders
 - D. Expectations for Leaders
- XI. Power as a Team Leader
 - A. The Nature of Power
 - B. Types of Power
- XII. Developing a Productive Team
 - A. Team Development Styles
 - B. Three Levels of the Discipline Line
 - C. Individual Member Problems
 - D. Team Trust
 - E. Team Goals
 - F. Mission Statements
 - G. Giving and Receiving Orders and Instructions
- XIII. Meetings and Presentations
 - A. Meeting Preparation
 - B. Conducting a Meeting
 - C. Meeting Types and Functions
 - D. Responsibilities of Spokespersons
 - E. Oral Presentations