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