JEFFERSON COLLEGE
COURSE SYLLABUS

BIT112
JOB SEARCH AND PROFESSIONAL IMAGE
3 Credit Hours

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BIT112 Job Search and Professional Image

I. CATALOGUE DESCRIPTION

A. Pre/Co-requisite: Reading Proficiency

B. 3 Semester Credit Hours

C. Job Search and Professional Image promotes those skills an individual needs to secure employment. Major areas of study include job search; self-assessment; creating a resume, cover letter, and thank you letter; networking and using social media for interview and employment opportunities; preparing for an interview including appropriate business attire and verbal and nonverbal communication skills; participating in a professional interview; and learning a new job. (F,S,O)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

| Identify steps/strategies in the job hunting process | Quiz, Case Analysis |
| Conduct self-assessment and research career options | Assignment, Internet research |
| Create a professional résumé, cover letter, thank you letter | Resume checklist, Written documents, Quiz |
| Create a career portfolio | Written documents, Case analysis |
| Demonstrate knowledge of networking, job leads research, and companies research | Project, Internet research, Networking checklist |
| Demonstrate knowledge of interview preparation and skills | Quiz, Mock interview, Class project |
| Demonstrate knowledge of job expectations, working productively, and managing relationships | Article reflection, Case analysis, Quiz |

III. OUTLINE OF TOPICS

A. Planning Your Job Search
   a. Strategy
   b. Create Tools
   c. Search
   d. Land the Job

B. Conducting a Self-Assessment
   a. Know Yourself
   b. Choose the Right Job for You
C. Researching Careers
   a. Organizational Tools
   b. Managing Files and Documents
   c. Managing Your Attitude
   d. Narrowing Your Options
   e. Focus Career Goals

D. Preparing a Resume
   a. How to Write a Resume
   b. Types of Resumes
   c. What to Do About Gaps in Your Job History
   d. Resume Software and Alternatives
   e. How to Email Your Resume

E. Writing Cover Letters
   a. Elements of the Letter
   b. Email Versus Postal Mail
   c. Types of Cover Letters

F. Obtaining References
   a. References Available Upon Request
   b. FAQs About Obtaining References

G. Building a Portfolio
   a. What Should a Portfolio Contain?
   b. FAQs About Portfolios

H. Finding Opportunities
   a. Start by Networking
   b. Make Contacts at Job Fairs
   c. Research Potential Employers

I. Using Social Media in the Job Search
   a. Who Knows You?
   b. FAQs About Social Media

J. Considering Non-traditional Options
   a. Working for a Small Company
   b. Working for a Non-profit Organization
   c. Working for the Federal Government

K. Job Hunting in Tough Times
   a. Entry-level Positions’
   b. Part-time Jobs
   c. Freelancing
L. Completing Job Applications
   a. The Form
   b. Completing the Form
   c. Typical Application Questions
   d. Hints for Online Applications

M. Interviewing
   a. Before
   b. During
   c. After

N. Evaluating Job Offers
   a. Choose the Best Job for You
   b. Negotiate Your Salary
   c. The End Is in Sight

O. Learning Your New Job
   a. Preparing for Your New Job
   b. The First Few Days, Weeks, Years on the Job
   c. Tips for Working with Your Manager
   d. Managing Relationships
   e. Finding a Mentor

IV. METHOD(S) OF INSTRUCTION

   A. Assignments/Projects Requiring Word Processing Skills and Internet Research
   B. Professional Mock Interview Preparation
   C. Preparation/Presentation of Professional Career Portfolio

V. REQUIRED TEXTBOOK(S)


VI. REQUIRED MATERIALS

   A. Computer with MS Word 2013
   B. Printer
   C. Flash Drive
   D. Three-Ring Binder
   E. Career Presentation Portfolio
VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

A. Assignments, Written Documents, Project, Internet Research, Discussions, Resume/Networking Checklist, Article Reflection 20%

B. Professional Mock Interview and Portfolio 50%

C. Quizzes/Test(s)/Final Exam 30%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.