

# Dakota County Technical College

## ELLW 1185: Electrical Industry Search Skills

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers a comprehensive view of the aspects incurred in job search activity. It will cover locating job openings, hidden markets, assessing employment strengths, writing resumes, writing cover letters, completing applications, preparing for interview questions, and using the computer highway for job searching. Prerequisites: None

**B. COURSE EFFECTIVE DATES:** 03/18/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. acquire job service information
2. apply job referencing resources
3. collect appropriate references
4. evaluate mock interview tapes - delete - new: identify/demonstrate Internet Job Search Skills
5. identify personal grooming and dress presentation
6. practice interviewing skills
7. prepare personal information data sheet
8. prepare received applications
9. research company requirements
10. understand job acceptance process
11. write cover letters
12. write resumes
13. write thank you letters

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted