

# Dakota County Technical College

## MKTC 2900: Portfolio and Interviewing

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Students will prepare their portfolios for interviewing and showing potential employers. Students will also learn how to set-up interviews, develop interviewing skills and create their resumes and cover letters for job searches. Prerequisites: None.

**B. COURSE EFFECTIVE DATES:** 08/15/2004 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. create an understanding of how new technology affects almost all aspects of the hiring process
2. create general cover letters for job searches
3. create resumes for job searches
4. determine the key ways to demonstrate portfolios
5. discuss appropriate attire for a job interview
6. discuss how and when to present portfolio components to interviewers
7. discuss how to do networking, searching employment ads for positions, and other ways to obtain leads for jobs
8. discuss how to find company prospects for employment
9. discuss proper eye contact in an interview
10. discuss the importance of thank-you letters/notes after interviews
11. explain how to present writing samples when requested in employment ads
12. explain job interview processes
13. explain portfolios and their usage
14. explain the importance of a handshake and body language in an interview
15. explain the importance of researching a company prior to a job interview
16. explain what companies look for in interviews
17. explain what recommendation letters are
18. participate in mock interviews

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted