IS 105C  Professional Employment Preparation  
T/TH 1:30 – 2:45 pm  
November 3 – December 10, 2009  
1 credit

INSTRUCTOR:  Sarah Hodell  
OFFICE:  Hale Akoakoa 212B  
OFFICE HOURS:  M, 9:45-11:00 am, T/TH 3:00-4:00 pm or by appointment (235-7413)  
TELEPHONE:  235-7485

CAREER CENTER HOURS – M/W – 1:30-4:30; TUES 9-NOON

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

A course designed to assist students in developing job readiness skills. It includes skills identification, resume preparation, and interview techniques.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIMES

- **Access to computer** in order to complete Career Portfolio, Career Access Assignments, and other assignments
- **Approximately 2 hours of homework weekly**

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Integrate job interview preparation techniques into a live interview.
2. Utilize resources needed to find a job.
3. Assemble a career portfolio for ongoing career development.

LEARNING RESOURCES

## COURSE CONTENT

### Concepts
- Interviewing techniques
- Legal/illegal interview questions
- Resumes that make a difference
- Job application do’s and don’ts
- Cover letters
- Thank you letters
- Finding jobs you need
- Finding jobs you really want
- What to tell and not tell employers
- Keeping a job
- Working while in school
- Building a portfolio

### Skills and Competencies
1. Identify effective interview techniques
2. Identify elements of strong resumes and job application responses
3. Integrate interview techniques into a live interview
4. Differentiate legal/illegal questions
5. Format a resume
6. Adapt resume for specific jobs
7. Format business letters
8. Integrate job interview techniques into live interview
9. Exhibit proper verbal and non-verbal language during interview
10. Use resources need to find a job: campus, private industry, public, internet, and other
11. Define networking and apply networking strategies to case study
12. Organize and assemble “career portfolio”

## COURSE TASKS
- **Come to class and participate** – only 3 absences allowed for passing grade
- Complete computer tasks - Successfully complete all “Career Access” activities on computer
- Interviewing tasks - Integrate effective preparation and techniques into live job interview
- Job applications - Complete application forms for case studies and self
- Resumes and letters – Evaluate resumes, adapt resumes for specific job requirements
- Cover letters and thank you letters - Evaluate cover letters and thank you letters, adapt the letters for specific job requirements
- Job search plan – Create list of resources, use resources to create list of possible job openings
- Career portfolio – Develop career portfolio with sample work for personal career development and job search
- Peer and self evaluation – Complete self and peer evaluation forms on job interview

## ASSESSMENT TASKS AND GRADING
- Midterm/final - 20%
- Mock Interview – 20% & peer evaluation
- Survey of jobs - 20%
- “Career portfolio” - 20%
- Resume, sample letters and applications, and other
- Class participation – 20%

A = 90-100%; B = 80-89%; C – 70-79%; D = 60-69%; F = 59% and below

**Late work = 75% of original points**