CLOUD COUNTY COMMUNITY COLLEGE

Our Mission: Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

**GENERAL INFORMATION**

**Course Number and Title:** CA 221 Job Search

**Term and Year:**Academic Year 2022-2023

**Credit Hours**: 1

**Course Description**: Job Search is to make the student aware of the skills needed for entry into the competitive world of work. It will provide valuable insight into one’s strengths and weaknesses while providing practice in preparing resumes, cover letters and standard application forms. In addition, the student will learn techniques for presenting himself/ herself in a confident, professional manner at the employment interview and how to appropriately respond to a wide range of possible questions at that interview.

**Prerequisites**: None

****Division:**** Humanities, Social Sciences, and Business
**Department**: Business

**STUDENT LEARNING OUTCOMES AND ASSESSMENT**

**Course Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the course learning goals as described by the student learning outcomes below:

1. Develop techniques to better prepare for the job search before entering the competitive world of work.
2. Gain valuable insight into how one’s interests, abilities, and values, impact the career search.
3. Learn how to research companies, correspond, and network through electronic mail and through other formal and informal contacts.
4. Students will identify ways to create a professional resume, cover letters, and standard application forms that will relate to current job market trends. They will further their skills through practicing job interview techniques, follow-up and job retention strategies.

In class, students are assessed on the mastery of these outcomes using the learning management system. Student names will not be used when reporting results. Outcomes-based assessment is used to improve the instructional planning, design, and quality of student learning throughout the college

**Program Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the program learning goals as described below:

BE\_PLO1. Demonstrate business literacy

BE\_PLO2. Demonstrate to think critically about business topics.

BE\_PLO3. Demonstrate the ability to function in a business environment.

In class, students are assessed on the mastery of these outcomes using the learning management system. Student names will not be used when reporting results. Program accomplishment is partially measured through performance on program outcomes. Outcomes-based assessment of program learning outcomes is used to improve and enhance the programs throughout the college.

**Institutional Learning Outcomes**

For this course, students are expected to demonstrate the skills associated with the college wide learning outcomes as described below.

*Ethics*

ILO\_Et1. Practice professional standards within legal, ethical, and regulatory frameworks.

In class, students are assessed on the mastery of these outcomes. Student names will not be used when reporting results. Outcomes-based assessment of the institutional learning outcomes is used to ensure we are meeting the mission of the college, following the guiding values and enhance instructional planning, design, and quality of student learning throughout the college.