

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 106 – EFFECTIVE JOB SEARCH**

1 hour lecture, 1 unit

**Catalog Description**

Provides comprehensive and valuable skills that are needed to successfully secure employment, specializing in the office technology industry. Designed to examine the continuous process of career/life planning through effective, well-planned and efficiently organized job search procedures.

**Prerequisite**

None

**Course Content**

- 1) Job Market Issues
  - a. Hidden job market
  - b. Researching employers
  - c. Job search plan of action
- 2) Job Market Research
  - a. Career center
  - b. Job titles and descriptions
  - c. Businesses
  - d. Job market information sources
  - e. Job search assistance sources
  - f. Local employment market
  - g. Job search network
- 3) Employer Contacts
  - a. Telephone contacts
  - b. Informational interviewing
  - c. Communication skills
- 4) Applications and Resume
  - a. Employment application completion
  - b. Resume development
  - c. Cover letter
- 5) Employment Interviews
  - a. Mock interviews
  - b. Interviewing techniques
  - c. Interview follow-up procedures
- 6) Work World
  - a. Salary level, employment outlook, fringe benefits, characteristics, etc.
  - b. Promotions
  - c. Dismissal
  - d. Desirable work attributes
  - e. Problem Solving

**Course Objectives**

Students will be able to:

- 1) Describe the meaning of the “Hidden Job Market” and how/why people are hired through oral and written assignments.

- 2) Formulate a well-organized, realistic plan of action for their job search activities (including time lines, specified tasks and activities).
- 3) Identify types of businesses that hire in their trained areas.
- 4) Identify community sources that provide job market information and/or job search assistance.
- 5) Identify individuals and professional organizations for job search/networking purposes.
- 6) Identify personal values, transferable skills, occupational interests and strengths.
- 7) Compose a resume, cover letter, follow-up letter, and complete employment applications.
- 8) Participate in mock interviews; identify and implement interview follow-up procedures.
- 9) Identify wage, fringe benefits, working conditions and valued work attributes of local employers in their field.

### **Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Tests, final exam (objective, essay)
- 2) Satisfactory completion of application, resume, cover letter, video interview
- 3) Competencies–Job Search–Pre-/Post-Testing

### **Special Materials Required of Student**

Access to computer and Internet

### **Minimum Instructional Facilities**

Smart classroom

### **Method of Instruction**

- 1) Lecture and presentations
- 2) Participation
- 3) Exercises
- 4) Videotaping

### **Out-of-Class Assignments**

- 1) Compose resume, cover letters, and follow-up letters
- 2) Complete sample job applications
- 3) Read textbook chapters and answer questions
- 4) Research career fields and local employment opportunities
- 5) Prepare for mock interviews

### **Texts and References**

- 1) Required (representative example): Yate, Martin. *Knock 'em Dead: The Ultimate Job Search Guide*, Adams Media, 2017.
- 2) Supplemental: None

### **Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Compose a resume, cover letter, and follow-up letter, and complete employment applications.
- 2) Identify and implement interview skills and interview follow-up procedures.
- 3) Evaluate personal values, transferable skills, occupational interest and strengths.