A. Division: Educational Serv

M: Course Objectives / Learning Outcomes

The student will learn sufficient computer skills to produce a professional resume and cover letter.
The student will learn sufficient computer skills to search the internet for job opportunities.
The student will learn and be observed demonstrating successful interview techniques.
The student will demonstrate an understanding of good work attitudes and ethics.

N: Course Content:

1. Basic computer skills for resume and cover letter writing.
2. Internet skills for the job seeker.
3. Successful interviewing techniques.
4. Positive work site attitudes and ethics.

O: Methods of Instruction
Instructor presentation
Computer lab hands on practice
Overheads
Class discussion
Video taping of mock interviews and peer evaluation

P: Textbooks and Materials to be Purchased by Students

Nil. Topic relevant material will be provided in handout form throughout the course

Q: Means of Assessment