

## CSS 100 Syllabus

### Student Learning Outcomes

**Upon completion of this course, the student will be able to:**

1. Design thorough and accurate resumes and related documents
2. Complete employment applications correctly
3. Apply goal setting techniques as they pertain to obtaining employment
4. Apply effective job search strategies
5. Demonstrate proper interviewing skills and respond appropriately to commonly asked interview questions
6. Implement professional networking skills and strategies

Weeks/Units	Weekly Objectives	SLO #	Assignments & Activities
Week/Unit 1	Design thorough and accurate resume	1	<p><b><u>Self-Introductions:</u></b> You will introduce yourself to your instructor.</p> <p><b><u>Resume Video Response Assignment:</u></b> Watch the resume video and respond to 5 assignment questions. When you have finished, please upload your assignment to your instructor in the appropriate dropbox.</p> <p><b><u>Draft Resume Creation Assignment:</u></b> You will create a draft resume.</p> <p style="color: red;">*Check Class Calendar for Weekly Due Dates.</p>
Week/Unit 2	Create cover letter	1	<p><b><u>Cover Letter Video Response Assignment:</u></b> Watch the cover letter video and respond to 5 assignment questions. When you have finished, please upload your assignment to your instructor.</p> <p><b><u>Cover Letter Creation Assignment:</u></b> Student will create a cover letter.</p> <p><b><u>Continue working on your Resume:</u></b> Make necessary corrections to your resume. You will turn in your final resume during Week 3.</p> <p style="color: red;">*Check Class Calendar for Weekly Due Dates.</p>
Week/Unit 3	Complete a sample Job Application	2, 4	<p><b><u>Job Application Video Response Questions:</u></b> Watch the job application video and respond to the 4 assignment questions in a word document. When you have finished the questions, please upload your assignment to your instructor in the job application Video response assignment dropbox.</p>

		<p><b><u>Completing the Job Application Assignment:</u></b> This week you will complete and submit a sample job application. Follow the directions in the Week 3 written assignment titled "Completing the Job Application". Please submit your completed assignment to the appropriate Dropbox.</p> <p><b><u>Turn in your Final Resume:</u></b> Submit your final resume to the Final Resume Completion assignment Dropbox. When you have received feedback from your instructor and a passing grade you will then follow the directions and upload your resume to Academic Info. Directions are posted right below the Week 3 Final Resume Assignment Dropbox.</p> <p><i>*Check Class Calendar for Weekly Due Dates.</i></p>
Week/Unit 4	Creating references and appropriate thank you letters	<p>1, 4</p> <p><b><u>Completing Your References Video Response Questions:</u></b> Watch the completing your references video and respond to the 5 assignment questions in a word document. When you have finished the questions, please upload your assignment to your instructor in the <i>completing your references video response assignment dropbox</i>.</p> <p><b><u>Completing Your References Assignment:</u></b> In Week 4 you will complete and submit a sample references page. Follow the directions in the Week 4 written assignment titled "Professional References Assignment". Please submit your completed assignment to the appropriate Dropbox.</p> <p><b><u>Completing a Thank You Letter:</u></b> The other assignment you will complete this week is the <i>Completing a Thank You Letter assignment</i>. Follow the directions and submit your completed assignment to the appropriate Dropbox.</p> <p><i>*Check Class Calendar for Weekly Due Dates.</i></p>
Week/Unit 5	Exploring proper networking, and interviewing tips and techniques	<p>6</p> <p><b><u>Networking Video Response Questions:</u></b> Watch the networking video and respond to the 5 assignment questions in a word document. When you have finished the questions, please upload your assignment to your instructor in the <i>networking video response assignment dropbox</i>.</p> <p><b><u>Linkedin Networking Assignment:</u></b> In this</p>

		<p>next assignment you are asked to create your professional virtual profile on LinkedIn so that it is 100% complete (e.g. professional picture, experience, education, skills). This site allows you to connect with industry professionals, specific groups, and even colleagues. The idea is to connect with those in your industry, use those connections to connect with others. You want connect with those that can help you connect with decision makers, specialist, and even hiring managers.</p> <p>Once you have completed 100% of your LinkedIn profile, submit it to the dropbox and find other classmates from SJVC.</p> <p><b>*Check Class Calendar for Weekly Due Dates.</b></p>
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