

**COE 110  
WORLD OF WORK**

**COURSE DESCRIPTION:**

Prerequisites: Permission of program director

Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to make a successful transition from school to work. Course Hours Per Week: Class, 1. Semester Hours Credit, 1.

**COURSE OBJECTIVES:**

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

- a. Explain the components of a professional job search.
- b. Prepare a professional resume.
- c. Prepare an effective cover letter.
- d. Participate in a mock interview.
- e. Discuss the importance of a good attitude on the job.
- f. Explain factors relevant to workplace safety.
- g. Explain what is involved in having a good work ethic.
- h. Discuss appropriate ways to meet employer expectations.
- i. Discuss methods of improving relationships with other employees.

**OUTLINE OF INSTRUCTION:**

- I. Employer Expectations
  - A. Appearance
  - B. Dependability
  - C. Skills
  
- II. Developing a Resume
  - A. Personal Identification
  - B. Work Experience
  - C. Education and Training
  - D. Job-Related Personal Information
  - E. References
  
- III. Applications
  - A. Standard Entries
  - B. Problem Items
  
- IV. Telephone Contacts

- A. Basic Parts of a Telephone Presentation
  - B. Your Telephone Presentation
  - C. Advanced Phone Techniques
- V. The Interview
- A. Meeting Employer Expectations
  - B. Mastering Key Interview Techniques
  - C. Follow Up
- VI. Finding Job Leads
- A. Finding Hidden Job Leads
  - B. Finding Visible Job Leads
  - C. How to Contact Employers
- VII. Resumes
- A. Understanding Various Resume Forms
  - B. Doing Your Own Resume
  - C. Preparing Cover Letters
  - D. Using Your Resume
- VIII. Organizing Your Job Search
- A. Using a Daily Job-Search Plan
  - B. Preparing Your Own Job-Search Schedule
  - C. Keeping Track of Your Contacts
  - D. Follow Up

**REQUIRED TEXTBOOK (S) AND MATERIAL(S):**

Materials will vary depending upon the job placement.

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.