

WBL 110 World of Work

COURSE DESCRIPTION:

Prerequisites: Permission from Director (Locally, ONLY)

Corequisites: WBL 111 (Locally, ONLY)

This course provides a laboratory experience that covers the knowledge necessary for gaining and maintaining employment. Topics include job search and job interview skills, employment expectations, and employment preparation. Upon completion, students should be able to demonstrate how to successfully make the transition from postsecondary education to work.

Course Hours per Week: Class, 1; Work, 10. Semester Hours Credit, 1.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Explain the components of a professional job search.
2. Prepare a professional resume.
3. Prepare an effective cover letter.
4. Participate in a mock interview.
5. Discuss the importance of a good attitude on the job.
6. Explain factors relevant to workplace safety.
7. Explain what is involved in having a good work ethic.
8. Discuss appropriate ways to meet employer expectations.
9. Discuss methods of improving relationships with other employees.

OUTLINE OF INSTRUCTION:

- I. Employer Expectations
 - a. Appearance
 - b. Dependability
 - c. Skills

- II. Developing a Cover Letter
 - a. Personal Identification
 - b. Work Experience
 - c. Education and Training
 - d. Job-Related Personal Information
 - e. References

- III. Resumes
 - a. Understanding Various Resume Forms
 - b. Doing Your Own Resume
 - c. Preparing Cover Letters
 - d. Using Your Resume

IV. Applications

- a. Standard Entries
- b. Problem Items

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. 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 AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.