

EDISON STATE COLLEGE

Division of Academic Success Programs

COMMON COURSE SYLLABUS

PROFESSOR

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS

SLS 1350 – EMPLOYABILITY PREPARATION – AA, AS – 2 CREDIT HOURS

This course is designed for students who are seeking employment upon graduation. The complexities of obtaining and maintaining a job will be the main focus of this course. Students will be instructed how to develop personal and professionally written resumes, how to complete application forms, how to compose cover letters, practice the skills of interviewing, apply the skills of salary negotiations and understand the intricacies of entrepreneurship. National and local forecasts of career growth in the student's area of interest will be reviewed and discussed.

II. PREREQUISITES FOR THE COURSE:

None

III. GENERAL COURSE INFORMATION:

TOPIC OUTLINE

- Obtaining and maintaining a job
- Resume writing
- Job application process
- Cover letters and letters of transmittal
- Interviewing skills
- Salary negotiations
- Entrepreneurship

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IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Create an effective resume and cover letter writing.	Written individual resume and cover letters will be shared with the class and collected.	COM, CT
Practice and develop interviewing skills and techniques.	Mock interviews will be conducted in the class with feedback given.	COM, CT
Students will be able to analyze and develop work ethic strategies.	Students will demonstrate competency by completing a group project that will require interviewing of local employers.	COM, CT
Utilize technical software to develop personal plans and presentations.	Students will demonstrate competency by developing appropriate classroom presentations using the software.	COM, CT, TIM

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Students will be able to analyze employment and advancement opportunities within their chosen career choice.	Students will demonstrate knowledge by completing and presenting a complete career plan.	COM, CT, TIM
Create a career plan that includes education and lifelong learning possibilities..	Students will demonstrate competency by providing final career plan that includes education and life long learning plans	COM, CT, TIM, GSR

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments, such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII. GRADING POLICY :

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 – 100	=	A
80 – 89	=	B
70 – 79	=	C
60 – 69	=	D
Below 60	=	F

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(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete” grades.)

IX. REQUIRED COURSE MATERIALS:

(in correct bibliographic format)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THE COURSE.

XII. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES

(which would be useful to the students in the class.)