ARIZONA WESTERN COLLEGE SYLLABUS

AWC 202 JOB READINESS IN THE DIGITAL AGE

Credit Hours: 2 Lec: 2

PREREQUISITE: None

COURSE DESCRIPTION

Thorough review of the job search process including traditional and non-traditional approaches to prepare students to navigate today's ultra-competitive employment market. Course will examine the role of networking, as well as preparation of cover letters, resumes, job applications, development of interviewing skills, building employment references, and the impact of technology in finding employment to include social media. Coursework will also focus on workplace survival skills, including employer expectations, work attitudes and ethics, customer service, working well with others, appropriate attire.

1.   COURSE GOAL
      Increase students' employment prospects by preparing them to manage a comprehensive job search.

2.   OUTCOMES
      Upon satisfactory completion of this course, students will be able to:
      2.1   identify and explain personal work skills and attributes.
      2.2   utilize a variety of strategies to assist in acquiring employment including traditional and non-traditional means.
      2.3   demonstrate knowledge of career-oriented social networks such as LinkedIn.
      2.4   describe the value of networking and develop a list of persons to help them in the job search process.
      2.5   write a professional cover letter.
      2.6   identify the major resume styles and determine which style best suits them.
      2.7   prepare two quality resumes (Chronological, Functional or Combination).
      2.8   produce a professional job application that is complete, neat and accurate.
      2.9   competently model the skills of a an effective job interview.
      2.10   demonstrate an understanding of what makes a good employment reference and develop a list of at least three professional references.
      2.11   identify what employers expect from their workers.

3.   METHODS OF INSTRUCTION
      3.1   Lecture
      3.2   Videos
      3.3   Discussion
      3.4   Guest speakers

4.   LEARNING ACTIVITIES
      4.1   Reading assignments
      4.2   Inventories and exercises
      4.3   Complete cover letter, resume, job application
      4.4   Practice job interview
      4.5   Use of popular job search websites

5.   EVALUATION
      5.1   Written assignments
      5.2   Quizzes
      5.3   Tests
      5.4   Classroom participation

6.   STUDENT RESPONSIBILITIES

    6.1   Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

    6.2   If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

    6.3   Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

    6.4   Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized "crib notes", plagiarism, stealing tests, or forging an instructor's signature—will be subject to the procedures and consequences outlined in AWC's Student Code of Conduct.

    6.5   Texts and Notebooks: Students are required to obtain the class materials for the course.

    6.6   Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

        Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.

        For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course