

Non-Credit Course Syllabus

TRINITY VALLEY COMMUNITY COLLEGE

CONTINUING AND WORKFORCE EDUCATION

This syllabus, or a handout that includes this information, should be distributed at the beginning of the course.

As the instructor of a non-credit course --complete this template as a syllabus for the course you will teach. Or, you can provide the syllabus in another format that contains all of these required items. ATTACH IT TO THIS FORM AND SIGN THIS FORM.

This syllabus is to be distributed to the students on the first day of the course.

Course Name: 12 Steps to a Successful Job Search **Class Section #** 19636
(Information provided by staff)

Start Date of Course: 05/18/2016 **Course End Date:** 07/08/2016

*(Note: Should the course dates need to change for any reason, the correction should be made in the college system with a note of explanation.)

This syllabus is to be distributed to the students on the first day of the course.

1. **Name of Instructor: Todd Bermont (Sharon Barrett – TVCC Coordinator)**
 2. Campus (or other **location of training**) : **online**
 3. Course Meeting dates and times: (Example: Mon. and Wed. – 6 p.m. to 9 p.m.)
 1. **W/F 10 am – 12 pm**
 2. Time/date for other instructional activities: (Example(s) : field trip or Certification/end of course exam – if different from regular schedule) n/a
 3. Topics and number of hours of self study involved in the course. Note this is not “homework”, this is actual instruction provided by “distance learning” type activities such as in “hybrid” courses)

a. Topic	n/a	Time allocated to complete	n/a	hours
b. Topic	n/a	Time allocated to complete	n/a	hours
c. Topic	n/a	Time allocated to complete	n/a	hours
- Lesson 1: Developing & Maintaining A Positive Attitude Throughout Your Job Hunt
- Lesson 2: Identifying Key Selling Points That Differentiate You From Your Competition
- Lesson 3: Defining Your Ideal Job
- Lesson 4: Creating a Powerful Message – How To Write Eye Catching Resumes & Cover Letters
- Lesson 5: Networking and Finding Job Opportunities
- Lesson 6: Convincing A Company To Hire You Even When No jobs are Available – Creating Your Personal Business Case

Lesson 7: Selling Yourself to get the Interview

Lesson 8: Preparing and Practicing for the Interview

Lesson 9: Knowing the Traits Interviewers Want in their Ideal Candidates

Lesson 10: Mastering The 3 Phases of a Successful Interview

Lesson 11: Following Up After the Interview

Lesson 12: Accepting, Rejecting and Negotiating Job Offers

(Please attach additional page if needed.)

4. Is this a **WECM funded course**? No (Staff will provide this information and attach a WECM Course Sheet if applicable). Note: if this is a WECM funded course, all of the outcomes listed in WECM must be taught. Additional outcomes are permitted and encouraged. Staff should help instructor with this

5. **General course description** (Example: Basic use of beginning Microsoft Excel):

In this course, a world renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step by step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

6. **List the course outcomes** *(Examples: 1. Create and save an Excel workbook file, 2. Enter text, numbers, dates and formulas into an Excel worksheet,): See #3 above—must list all outcomes in WECM plus other applicable outcomes selected by the instructor and/or staff. There is no limit to or required number of outcomes beyond those required by WECM. Attach additional outcomes if ample space is not available below.

The student will demonstrate a mastery of the following:

1. Verbal and non-verbal rapport with interviewers;
2. Know the steps to get a job;
3. Master the six phases of a successful job interview.

*When completed this will resemble the table of contents of a book. It lists what the course contains.

7. **Resource Materials** (Examples: Instructor made materials, textbook – Excel for Beginners by Roberts, Burton and Barrett; UTube demonstration -“Creating your first Excel Spreadsheet”, etc.)

1. none
- 2.
- 3.

(Instructional may use additional resources as they are found helpful or needed.)

8. **Course Grades:*** (Non-credit grades be provided by one of these methods- please check the Appropriate method):

1. ____ Grade of "pass or fail" indicated with a P or F on the grade sheet. Generally this is the method used participation in the course is the primary objective.
2. X ____ Grade of A, B, C, D, or F. Generally this is the method used when student performance and attendance are necessary for the attaining the course outcomes:
 - a. A = 90% - 100% success
 - b. B = 80% - 89% success
 - c. C = 70% - 79% success
 - d. D = 60% to 69% success
 - e. F = below 60% successful
3. ____ Numerical grades. (These are required by ISDs for dual credit (non-credit) grades)
Instructor lists the student's course average as the grade.
4. X ____ A grade of "W" will be given to students who officially withdraw from the course by contacting the Continuing and Workforce Education Dept. DO NOT give a "W" if the student just stops coming to class (even when they tell you in advance). Unless there is an official withdrawal request signed and dated, the student will receive an "F".
5. ____ Other – Explain:

*All grades are transcribed on a permanent non-credit transcript available to the student at any time.

9. **Course Requirements** (check those that are appropriate):

a. ____ Attendance. List number of absence allowed____, or list the number of hours/sessions of attendance required____.

Other attendance policy: n/a

(Other course requirement examples: participate in field trip, clinical practice, research paper, no make up tests, class demonstration, complete certification test, etc.)

b. ____ Testing: Your policy: n/a

c. ____ Projects: Your policy: n/a

d. ____ Other:

e. ____ Other:

f. ____ Other

g. ____ Other:

(add additional information on an attached page.)

10. **Course and Classroom Management** (Check those that are appropriate):

- a. x ____ Arrive on time and stay for each entire session
- b. x ____ Class participation
- c. ____ Use of electronic devices –only as agreed upon by instructor
- d. x ____ No guests in class (children especially)

- e. ☒ Bring needed resources (textbooks, presentation materials, etc.)
- f. ☒ Instructor reserves the right to ask any student to leave the instructional area for unacceptable behavior of any kind. Law enforcement will be called if needed.
- g. ☒ Trainees (students) are expected to meet the TVCC standards of conduct.
- h. ☐ Other: _____
- i. ☐ Other: _____
- j. ☐ Other: _____

11. Other Information: (Examples: Course is team taught- and list other presenters, course is for Continuing Education Units for –and list occupation, course is industry training for- and list the group or company, etc.

Instructor Signature

Date

Coordinator Signature

Date