

**Fall 2013**  
**COMPUTER APPLICATIONS 105**  
**School-to-Work Portfolio**  
**Section # 3551**

**Instructor:** Dr. Holt

**Class:** Wednesdays 7-9.05 p.m.

**E-Mail Address:** [holtsb@lamission.edu](mailto:holtsb@lamission.edu) or dr.svetlana.holt@gmail.com

**Office Hours:** 9.05-10 pm on Wednesdays and by appointment

**Texts:**

1. *Your Career: How to Make It Happen*, by Levitt, (published by Cengage, 2012)

ISBN-10: 1111572313    ISBN-13: 978-1111572310

**(Amazon: costs about \$65.00 to buy or about \$30.00 to rent)**

2. *Career Distinction: Stand Out by Building Your Brand* by Arruda and Dixon ( Published by Wiley; 1 edition, 2007)

ISBN-10: 0470128186    ISBN-13: 978-0470128183 **(Amazon \$16.00 new; \$5.00 used)**

3. *StrengthsFinder 2.0* by Rath (published by Gallup Press; 1 edition, 2007)

ISBN-10: 978159562015    ISBN-13: 978-1595620156 **(please note that you will need a new, unused book with unused strengthsfinder code – together they are just \$13.00)**

4. *Job Interviews For Dummies* by Kennedy (Published by For Dummies, 4 edition, 2011)

ISBN-10: 1118112903    ISBN-13: 978-1118112908 **(Amazon \$13 new; \$5.00 used)**

5. *Resumes for Dummies* by Kennedy (Published by For Dummies, 6 edition, 2011)

ISBN-10: 0470873612    ISBN-13: 978-0470873618 **(Amazon \$13 new; \$5.00 used)**

**Supplies:**

Course syllabus, USB Flash Drive, access to Internet and an accessible E-mail account

**Description:**

Students prepare a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement artifacts. The course also includes career planning, networking with business and industry, and job search using the Internet and other resources.

**Student Learning Outcomes:**

1. Assess and apply strategies for career success
2. Demonstrate ability to write an effective resume and cover letter
3. Demonstrate effective interviewing and follow-up skills

**Specific Course Objectives:**

1. Explore and apply strategies for career success such as positive thinking and behavior, visualization, dynamic goal setting, and productive habits.
2. Identify and document the education, work experience, and other activities related to a potential career. Prepare the information for use in job search and career development activities.
3. Assess one's skills and work attitudes from an employer's perspective.
4. Explore the effects of globalization. Review current technology. Determine potential employment growth areas. Examine methods for working responsibly with others.
5. Develop a list of people who can provide motivation and moral support during the job search. Prepare a list of people to help find solid job leads and provide professional suggestions.
6. Use the Internet to research job listings and information on job trends. Identify and use formal and informal sources of job information.
7. Identify target job. Relate current skill set to target job. Survey people in the target job to learn about the scope of the job, application process, and hiring procedures.
8. Use Internet, printed, and people resources for research on prospective employers, the chosen career field, and the target job.
9. Identify the elements of a successful resume. Compare paper, electronic, and web resumes. Create a paper resume and adapt it to an electronic format.
10. Discuss and practice completing an application for employment. Write an effective cover letter to request an interview.
11. Review appropriate responses to interview questions. Identify and practice nonverbal behaviors that enhance interviews. Select appropriate attire.
12. Develop and practice written scripts for interview requests via personal visit or by phone.
13. Compare behavioral, campus, panel, team, and one-on-one interviews. Research and investigate the interview method used at the target job.
14. Create appropriate answers for frequently asked questions. Prepare suitable questions to ask the interviewer.
15. Identify and summarize employment testing procedures. Recognize types of compensation packages offered in target job. Summarize guidelines for negotiating compensation packages.
16. Review and practice the techniques for successful interviewing. Participate in and evaluate a dress rehearsal interview with a peer.
17. Participate in a mock interview with the instructor. Prepare a follow-up phone call and thank you letter.
18. Review guidelines for adjusting successfully and achieving peak performance in a new job.

**Assignments:**

- Check the “Class Calendar with Assignment Due dates” section of our syllabus (pp.4-5) for the schedule of covered topics and course activities. Pre-read related chapters in course texts. If you miss class, you are still responsible for all missed materials.
- Complete all projects as assigned and turn them in on due dates. Late work will be assessed grade penalties.

**Graded Assignments:**

1. Prepare a report summarizing the most important trends for the workplace in the 21<sup>st</sup> century (2-3 double-spaced pages, 12pt font, using APA referencing methodology). Please be sure to cite your sources appropriately – 100 points
2. Research a “great” company (large or small). In a 2-3 page report, explain what makes this company a desirable employer – 100 points
3. Complete strengthsfinder and summarize your main five strengths and their relevance to your professional career (2-3 double-spaced pages, 12 pt font, using APA referencing methodology) – 100 points
4. Using the Internet and any other sources, identify your chosen career field/s and your target job/s. Prepare a 30-second “elevator speech”: who are you, where are you going, and why. Write it down and be ready to deliver both the written and the verbal versions in class – 100 points
5. Create and edit a professional resume, list of references, and cover letter for your specific target job – 100 points
6. Develop appropriate answers to the 10 most frequently asked interview questions – 100 points
7. Prepare a list of 5 questions you will ask your potential employer during your interview – 100 points
8. Final exam: Demonstrate interviewing skills (attire, approach, listening, responding, body language) in a setting similar to a real-life situation – 300 points

**The final grade will be based on the following points:**

900 - 1000	A	(90-100% of 1000)
800 - 899	B	(80-89% of 1000)
700 - 799	C	(70-79% of 1000)
600 - 699	D	(60-69% of 1000)
Under 600	F	(59% and below)

**Class Calendar with Assignments Due Dates for Fall 2013:**

Week 1:	8/28	Introduction to course; syllabus overview Reaching your full career potential
Week 2:	9/4	Self-assessment <b>Assignment 1 is due</b>  <b>9/6 is the last day to add/section transfer</b> <b>9/8 -Last day to drop ONLINE ONLY</b> <b>without incurring fees or with a refund and</b> <b>without a “W”</b>
Week 3:	9/11	Contemporary work issues and The Needs of Prospective Employers <b>Assignment 2 is due</b>
Week 4:	9/18	Job Search and Networking <b>Assignment 3 is due</b>
Week 5:	9/25	Applications and Hiring procedures <b>Assignment 4 is due</b>
Week 6:	10/2	Researching prospective employers
Week 7:	10/9	Resumes
Week 8:	10/15	Applications and cover letters <b>Assignment 5 is due</b>
Week 9:	10/23	Getting the interview
Week 10:	10/30	Interview methods and skills <b>Assignment 6 is due</b>
Week 11:	11/6	Interview questions and answers <b>Assignment 7 is due</b>
Week 12:	11/13	Employment tests and negotiations  <b>11/17 is the last day to drop with a “W”</b>

Week 13:	11/20	Practice interviews
Week 14:	11/27	Practice interviews and follow-up
Week 15:	12/04	Success in the new position
Week 16:	12/11	<b>Final</b>