

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Office Professional Program**  
**Revision Date: 08-22-22**

Syllabus Statements

**I. CATALOG DESCRIPTION**

Course Number: OFFT2000  
Course Title: Employment Techniques  
Prerequisite(s): ENGL1110 or OFFT2120

Catalog Description: Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area.

Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES:** *Course will teach students to*

- A. Teach students how to develop professional and personal support systems.
- B. Introduce the different means of finding appropriate job openings.
- C. Emphasize creating a positive image through the application blank, cover letter, résumé, career information survey, mock interview, thank you letter, and networking.
- D. Introduce students to various kinds of pre-employment tests.
- E. Allow students to participate in a mock job interview which may be videotaped.
- F. Introduce handling the job offer and negotiating the best deal.
- G. Make students aware of the correct steps in beginning and resigning from a job.
- H. Enable students to assemble job search documents that can be used as a guide for future career/job changes.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Students will be able to*
  - 1. Develop professional and personal support systems.
  - 2. Identify different means of finding appropriate job openings.
  - 3. Communicate a good image of themselves through the application blank, cover letter, résumé, career information survey, mock interview, thank you letter, and networking.
  - 4. Recognize various kinds of pre-employment tests.
  - 5. Gain experience and receive evaluation from a mock job interview, which may be videotaped with an appropriate prospective employer.
  - 6. Recognize a genuine job offer and negotiate the best deal possible.
  - 7. Write related correspondence such as “accepting and rejecting the position” letters and resignation letters.
  - 8. Collect job search information, which can be accessed in the future for career/job changes.
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 2: Written Communication
  - Outcome 4: Use content and style appropriate to a given audience.

**IV. CONTENT/TOPICAL OUTLINE** (*course outline may provide more detailed information*)

- A. Job-Finding Searches
- B. Networking
- C. The Application Blank

- D. The Career Information Survey
- E. The Cover Letter
- F. The Résumé
- G. The Interview
- H. Employment Tests
- I. Salary Negotiations
- J. Interview Follow-Up
- K. Seeking, obtaining, and retaining the job

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s): Harwood, Lauri. *Your Career: How To Make It Happen*, Current Edition. Mason, Ohio: South-Western Publishing, a Division of Thomson Learning, 2022. DDA – Direct Digital Access. You will have access to your digital course eBook on the first day of class! This book is required by your instructor. If you decide that you don't want to participate in DDA, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged for the digital textbook (eBook). The book charges will be added directly to your SCC account for you to pay. If you would also like to own a paper copy of the book you can purchase it at the SCC bookstore.
- B. Other Resources/Materials:
  - 1. Internet, videos, career placement, guest speakers, and mock interviewers
  - 2. Current readings in handout materials from instructor
- C. Required Readings: Current (within stated time span), credible articles on employment, printed and summarized

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

**VII. METHODS OF EVALUATION**

- A. SCC STANDARD GRADING SCALE POLICY
 

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A. Course Prerequisite: Business Communications (ENGL1110) OR Business Communication Strategies (OFFT2120) OR Coding II (HIMS1103) OR Preproduction Techniques (VPUB1130) OR Web Design I (VPUB1134) and student must be declared in a program of study.
- B. Grade Requirement: Student must complete this course with a minimum course grade of C (70 percent) – a prerequisite for Cooperative Experience (BSAD2901 or OFFT2901).
- C. Required Assignments: Résumé, Cover Letter, Career Information Survey and Mock Interview. Automatic failure of the course will occur if the previous four assignments are not completed.
- D. Required Readings: Current (within stated time span), credible articles on employment, printed and summarized