

Springfield Technical Community College  
Academic Affairs

Course Number: COL-121 Class/Lect. Hours: 1 Lab Hours: 0 Credits: 1 Dept.: Social and Behavioral Sciences

**OBJECTIVES/COMPETENCIES**

<b>Course Objectives</b>	<b>Competencies</b>
<ol style="list-style-type: none"> <li>1. Assess personal interests and skills to identify career paths.</li> <li>2. Explore career options.</li> <li>3. Establish career goals.</li> <li>4. Identify employment opportunities.</li> <li>5. Engage with networking platforms to aid in job searches.</li> <li>6. Build/grow oral communication skills.</li> <li>7. Explore avenues to experiential opportunities to further career readiness.</li> </ol>	<ol style="list-style-type: none"> <li>1. Utilize career search software and other employment-related resources at the College.</li> <li>2. Locate employment listings.</li> <li>3. Utilize job-search technologies.</li> <li>4. Identify social networking opportunities.</li> <li>5. Utilize social networking sites and social media for employment searches.</li> <li>6. Create a resumé.</li> <li>7. Prepare a cover letter and personal statement.</li> <li>8. Construct a career portfolio.</li> <li>9. Develop interview skills.</li> </ol>