

## TECA 1800 - Job Seeking Skills (1 Credit)

### Course Description

Job Seeking Skills explores how to prepare and successfully apply to potential career opportunities. During this course, you will be presented with essential job-seeking skills needed to find gainful employment.

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### Course Objectives

- Create a professional resume, cover letter and reference sheet.
  - Utilize online tools successfully to create an e-portfolio.
  - Expand and develop networking skills.
  - Utilize online resources effectively to find job openings.
  - Demonstrate the ability to fill out job applications in a professional manner.
  - Perform successfully in a job interview.
  - Demonstrate appropriate follow-up procedures.
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### Course Outline

- Writing a Professional Resume
  - Methods of Job Searching
  - Interviewing Skills
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### Textbook & Reading Materials

Culinary Artistry, Andrew Dornenburg & Karen Page, ISBN: 9780471287858

Professional Baking 8th ed, Wayne Gisslen, ISBN: 9781119744993

Culinary Math 4th ed, Linda Blocker & Julia Hill, ISBN: 9781118972724

On Cooking 6th ed, Sarah Labensky & Priscilla Martel & Alan Hause, ISBN: 9780134441900

## Assignments and Assessments

Orientation

How to Create a Resume

Write your Resume

How to Job Search

Job Searching

Interviewing Skills

Interviewing

End of Course Survey

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*Subject to change. Please consult your Canvas course for the most current instructions and updates.*

## Classroom Hours

Mo, Tu, Th, Fr  
8:00 AM - 3:00 PM

Wednesday  
8:00 AM - 2:00 PM

For a full list of course hours visit: [Course Schedule](#)

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## Instructor Contact Information

Leslie Clark — [llark@stech.edu](mailto:llark@stech.edu)  
Rachel Baily — [rbaily@stech.edu](mailto:rbaily@stech.edu)  
Jon Woodgate — [jwoodgate@stech.edu](mailto:jwoodgate@stech.edu)

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

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## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- [stech.instructure.com](http://stech.instructure.com)
  - For Canvas passwords or any other computer-related technical support contact Student Services.
  - For regular Hours and Weekdays call (435) 586 - 2899.
  - For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).
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## Course Policies

**Course Grading:** An overall grade of 75% must be maintained in order to pass the course. All skills must be passed off at 100%, and EACH quiz score must be 70% or higher.

**High School Power School Grades:** Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year.

**Grade Scale:** The following grading scale will be used to determine a letter grade.

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|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86%  | • C : 73 - 76%  | • D : 63 - 66%  |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59%   |

**Course Policies:** 90% attendance is required to pass the course. You MUST call in if you are unable to attend. Any coursework missed will need to be made up; arrangements must be made with your instructor upon return to class. You must leave your space clean and in proper order upon completion of each day's work. You may need to complete this outside of the 5-hour class time if you are unable to complete it during regular program hours. Cell phones can be used to do math, research a recipe, or to listen to music. The music genre must be agreed upon by other classmates, or you must use a single earbud to listen privately. Two earbuds or over the ear headphones are not allowed for safety reasons. If cell phones become a distraction they will be removed from the class.

## Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: [cestes@stech.edu](mailto:cestes@stech.edu), (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: [ctracy@stech.edu](mailto:ctracy@stech.edu), (435) 865-3944.

Southwest Technical College

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