# JOB READINESS
## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>TTC-0331</th>
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<tbody>
<tr>
<td>OCAS Code:</td>
<td>None</td>
</tr>
<tr>
<td>Course Length:</td>
<td>15 Hours</td>
</tr>
<tr>
<td>Career Cluster:</td>
<td>Arts, A/V Technology &amp; Communications</td>
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<td>Career Pathway:</td>
<td>Visual Arts</td>
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<tr>
<td>Career Major(s):</td>
<td>Visual Graphic Design</td>
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### Pre-requisite(s):

### Course Description:
Prepare and write a resume, compile a list of job references, prepare a cover letter, and complete a job application form.

### Textbooks:
Instructor-determined materials as appropriate for specific Career Major

### Course Objectives:

A. **Demonstrate Job Readiness Skills.**
   1. Gather information (references, dates, phone numbers, addresses, etc) and resources for resume.
   2. Develop resume and complete job application.\(^1\)
   3. Write appropriate cover letter for prospective job.
   4. Practice job interviewing skills.\(^1\)
   5. Demonstrate appropriate business dress for interviewing.\(^1\)

\(^1\)ODCTE objective

All unmarked objectives are TTC instructor developed.

### Teaching Methods:
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

### Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
### Description of Classroom, Laboratories, and Equipment:

Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

### Available Certifications/College Credit

The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

### College Credit Eligibility:

The student must maintain a grade point average of 2.0 or better.