

강의 계획서

강좌명		빠르게 취업하자! 실용적인 취업 전략(Get Hired Fast! Practical Job Hunting Tips)				
학습목표		1. Plan and execute a strategic job search 2. Identify strengths through self-assessment 3. Explore career options and research employers 4. Create professional job hunting tools 5. Build networking and social media skills 6. Demonstrate interview skills and evaluate job offers 7. Prepare effectively for starting a new job				
교재 및 참고자료		• Greene, S. D., & Martel, M. C. L. (2001). <i>The ultimate job hunter's guidebook</i> , (3rd ed.). Houghton Mifflin. • Greene, S. D., & Martel, M. C. L. (2015). <i>The ultimate job hunter's guidebook</i> , (7th ed.). Cengage Learning. • Supplementary PDF handouts, templates, and exercises provided throughout the course. • Online career resources for research, networking, and skill-building.				
주차	주차명 (주제)	차시	차시명	강좌운영방법		
			학습내용	수업방법	평가방법	학습자료
1	Introduction to the Course, and Planning your Job Search	1-1	Introduction to the Course/Job Search Steps 1 and 2	강좌영상 (20분)	Lecture	PDF 제공
		1-2	Job Search Steps 3 and 4/ Tips for Planning Your Job/ Search Exercises: Self Assessment Check	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
2	Conducting Self-Assessment	2-1	Conducting Self Assessment Overview	강좌영상 (20분)	Lecture	PDF 제공
		2-2	Tips for Self-Assessment/ Creating a Personal SWOT Chart	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
3	Career Exploration	3-1	Job and Industry Research	강좌영상 (20분)	Lecture	PDF 제공
		3-2	Tips for Career Exploration/ Career Report	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
4	Resume Writing	4-1	Resume Basics	강좌영상 (20분)	Lecture	PDF 제공
		4-2	Resume Tips and Keywords/ Resume Submission	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
5	Cover Letters	5-1	Draft Cover Letter	강좌영상 (20분)	Lecture	PDF 제공
		5-2	Cover Letter Tips/ Cover Letter Submission	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources

6	Obtaining References	6-1	Obtaining References Overview	강좌영상 (20분)	Lecture	PDF 제공
		6-2	Tips for Obtaining References/ Case Studies in Success and Problem Solving Scenarios	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
7	Building a Career Portfolio	7-1	Portfolio Overview	강좌영상 (20분)	Lecture	PDF 제공
		7-2	Portfolio Tips Questions/ Case Studies in Success and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
8	Midterm Exam	8-1	Multiple Choice / True-False / Short Answer questions to test knowledge of concepts from			PDF 제공
		8-2	Question – Respond to a job search scenarios.			
9	Networking	9-1	Networking Overview	강좌영상 (20분)	Lecture	PDF 제공
		9-2	Networking Tips Questions/ Case Studies in Success and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
10	Using Social Media and Non Traditional Options for Job Hunting	10-1	Tips on Using Social Media	강좌영상 (20분)	Lecture	PDF 제공
		10-2	Tips Non Traditional Options/ Questions and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
11	Job Hunting in Tough Times	11-1	Job Hunting in Tough Times Overview	강좌영상 (20분)	Lecture	PDF 제공
		11-2	Smart Strategies for Job Hunting in Tough Times/ Questions and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
12	Interview Skills	12-1	Interview Skills Overview	강좌영상 (20분)	Lecture	PDF 제공
		12-2	Interview Tips Questions/ Case Studies in Success and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
13	Evaluating Job Offers	13-1	Evaluating Job Offers Overview	강좌영상 (20분)	Lecture	PDF 제공
		13-2	Evaluating Job Offers	강좌영상	Lecture/	On Line

			Tips Questions/ Case Studies in Success and Exercises	(30분)	Hands on Practice	Resources
14	Preparing for a New Job	14-1	Preparing for a New Job Overview	강좌영상 (20분)	Lecture	PDF 제공
		14-2	Tips for Preparing for a New Job Questions/Case Studies in Success and Exercises	강좌영상 (30분)	Lecture/ Hands on Practice	On Line Resources
15	Final Exam	15-1	Multiple Choice / True-False / Short Answer questions to test knowledge of concepts from Weeks 9–14			PDF 제공
		15-2	Respond to interview/workplace scenarios			