

Course Title and Number: Business 50C – Interviewing for Success

Faculty Name: Nouredine Lalami

Term Offered: Spring 2007

1. Need/Justification

Today's strong job market present students with many opportunities to start new careers or advance in those they already hold. However, without strong interviewing skills, even those with the best resume and cover letter could end up missing the opportunity of a life time.

“Interviewing for Success” is a course intended to provide students with first hand job interview preparation skills. This course will take students through the steps of preparing for and practicing for the interview. Students will learn how to research an employer or company and gather useful information prior to applying for a job. They will learn which questions to ask and which ones to avoid during the interview. Students will also learn how to follow up on an employment interview.

An online class will provide students with the opportunity to learn at their own pace while still interacting with peers and the instructor. The online format of the course is the perfect fit for today's students who are on a busy schedule. Furthermore, the ability to take a class without any specific day or time commitment will increase the number of students willing to enroll in the course. This course is one of a series of 1-unit online business skills courses.

2. Course Content Delivery

All classes and instruction will be conducted entirely online in an interactive format. Business 50C is a 1-unit class that can be completed in 6 weeks. The online format would allow students to access the course at their own convenience and at any location of their choice. The online course will include the following:

- 13 hours of asynchronous online discussions and lectures
- 3 hours of research projects, mock interviews, and assignments
- 2 hours of quizzes and/or exams

The instructor will hold regular office hours and will be available via email and phone.

3. Nature and Frequency of Instructor – Students Interactions

Students and instructor will meet online for six weeks and complete one unit a week. Each unit will consist of discussion board, company research, mock interviews, case studies, quizzes, and online resources. The students will interact with each other and the instructor through the online discussion board.

The students will participate in the discussion board according to the following rules:

- Each student will have to log in to the class website and post an introduction within the first three days of class.

- Each student will have to post once to every discussion topic and reply to the posting of at least three other students.
- The postings must be of significant learning value and relevant to the topics discussed.

The instructor will participate extensively in the class discussions leading students through thoughtful, meaningful, and intellectual discussions. The instructor will make suggestions, answer questions, offer feedback and clarifications, and give positive reinforcement.

4. Assignments & Methods of Evaluation

Students' progress will be evaluated as follows:

- Discussion board postings
- Short written research assignments
- Mock interview simulation and feedback
- Case studies
- Quizzes/exams

5. Technical Support

The online components of this course will be managed through Blackboard, which is very user friendly and has many built-in support features. Blackboard can be accessed from any computer with internet access, whether at home, on campus, or in a local library, and is supported by the Chabot Blackboard Distance Education Department. An overview of Blackboard will be provided to all students during the first class session. Students must have an email account to participate in the course; free email accounts are available via Hotmail, Yahoo, and other providers. Students who have any difficulties will be able to contact their instructor via email, the weekly classroom lectures, by phone, or during the instructor's office hours.

6. Students Services

Students can register and drop the course online, use the same library services online. Students can order textbooks from Chabot Bookstore online. All campus services are also available to online students.

7. Accommodations for Students with Disabilities

Blackboard meets the basic requirements for accessibility for students with disabilities. The basic development of the course materials will also follow such requirements. Every effort will be made to accommodate students with special needs.

8. Class Size and First Term to be Offered

Class size will be limited to 44 students. The class would be offered online for the first time in spring 2007.