

## APPLICATION FOR NEW COURSE

1. Submitted by College of Lexington Community College Date 2/12/03  
 Department/Division offering course  
Student Development and Counseling/BSIST
  
2. Proposed designation and Bulletin description of this course:
  - (a) SDC (b) 109  
 Prefix and Number Title\*: Employability Skills
  
  - (c) 2 (d) 0  
 Lecture/Discussion hours per week Laboratory hours per week: 0
  
  - (e) 0 (f) 0  
 Studio hours per week Credits:
  
  - (g) Course description:  
  
This course is designed to prepare students for the world of work. Students will be introduced to self and career assessment, employability skills (i.e. the application process, resume writing, interviewing, and followups), and the job market and job search strategies.
  
  - (h) Prerequisites (if any):  
none
  
  - (i) May be repeated to a maximum of N/A (if applicable)
  
3. To be cross-listed as: none \_\_\_\_\_  
 Prefix and Number Signature, Chair, cross-listing department
  
4. Effective Date: Fall 2004 (semester and year)
  
5. Course to be offered (a) X (b) X (c) \_\_\_\_  
 Fall Spring Summer
  
6. Will the course be offered each year? yes, less frequently  
 (Explain if not annually):

---

Note: If the title is longer than 24 characters (including spaces), write a sensible title (not exceeding 24 characters) for use on transcripts:

7 Why is this course needed:

There is a need to equip LCC students with employability skills to facilitate a competitive edge in their job search.

8. (a) By whom will the course be taught? Student Development and Counseling and other qualified faculty.

(b) Are facilities for teaching the course now available?  No  Yes

If not, what plans have been made for providing them?

N/A

9. What enrollment may be reasonably anticipated? 25

10. Will this course serve students in the Department primarily?  No  Yes

Will it be of service to a significant number of students outside the Department?

No  Yes If so, explain

This course is open to all LCC students.

Will the course serve as a University Studies Program course?  No  Yes

If yes, under what Area?

N/A

11. Check the category most applicable to this course:

traditional; offered in corresponding departments elsewhere;

relatively new, now being widely established

not yet to be found in many (or any) other universities

12. Is this course part of a proposed new program?  No  Yes If yes, which?

N/A

13. Will adding this course change the degree requirements in one or more programs?\*

No  Yes If yes, explain the change(s).

N/A

---

Note: Approval of this course will constitute approval of the program change unless other program modifications are proposed.

14. Attach a list of the major teaching objectives of the proposed course and outline and/or reference list to be used.  
See attachment.
15. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.  
KCTCS has been notified.
16. Within the Department, who should be contacted for further information about the proposed course?  
Name Gary Santana, Kammy McCleary, Donna Murphy Phone number 257-4872,  
Extension: 4221, 4220, 4219 respectively

**APPLICATION FOR NEW COURSE**  
**Additional Information on CCS Forms**

List of Experiments/Activities: (If laboratory or clinic is involved)

N/A

2. For Inclusion on LCC General Education List:
  - A. Degree Area (AA/AS or AAS or both)  
N/A
  - B. Competency Area  
N/A
  - C. General Education Competency Statement (List and provide examples of implementation methods/activities)  
N/A
  - D. Across the Curriculum Competencies (List and provide examples of implementation methods/activities)  
N/A
  
3. For Inclusion on University Studies List: (A syllabus must be attached.)
  - A. Area  
N/A
  - B. Description of Writing Component  
N/A

If the new course is to be offered through distance education, the *Application for Offering a Course Using a Distance Education Format* form must also be submitted with this form.

## Course Objectives for SDC 109

The student will be able to:

1. Identify the job market
2. Complete a job application
3. Prepare a resume and cover letter
4. Develop job hunting strategies
5. Identify job/career related networks and resources

## Course Outline

- I. Self and Career Assessment
  - a. Re-identifying your skills and interests
  - b. Career Decision Making
- II. Employability Skills
  - a. Job Applications
  - b. Resume/Cover Letter Writing
  - c. References
  - d. Researching Companies
  - e. Interviewing
  - f. Follow-up
- III. Job Market and Job Search Strategies
  - a. URL's for Job Searching and Information
  - b. Responding to job ads
  - c. Posting resumes online
  - d. Employment Services
  - e. Job Fairs
  - f. College Alma Mater Career Center
  - g. Target & Mass Mailings
  - h. Networking



Signatures of Approval  
for  
Internal LCC Proposals

Program/Area:

Computer Information Systems

Program/Area Coordinator:

Thomas Pagan

Date: 3/11/04

Division:

Behavioral Sciences and Information Systems Technologies

Division Program Development Committee Chair:

Anthony Rose

Date: 2/20/04

Division Chair:

Delcie Helt

Date: 3/11/04

Academic Council for Lexington Community College Chair:

[Signature]

Date: 4-21-04

This form is applicable for proposals that do not have to be submitted to the UK Senate.  
Examples include but are not limited to the following:

- Application for Removal from General Education List
- Application for Inclusion on General Education List
- Addition to, Change in, or Deletion from *Lexington Community College Credit for External Experiences Manual*
- Application for Offering a Course Using a Distance Education Format

**ACADEMIC COUNCIL  
FOR  
LEXINGTON COMMUNITY COLLEGE**

**PROPOSAL CHECKLIST**

Initial      Date

*[Handwritten initials]*

**Faculty Member**

Prepares proposal  
Obtains approval from program/area faculty and signature of program/area coordinator  
Submits form to Academic Affairs and division Program Development Committee  
Forwards proposal to appropriate KCTCS program development contact

*[Handwritten initials]*

*2/13/04*  
*2/20/04*  
*2/20/04*

**Division Program Development Committee Chair**

Calls meeting of committee  
Conducts vote on approval of proposal  
Signs proposal form and forwards proposal to Division Chair if committee approves proposal, or sends proposal back to faculty member with suggestions if committee does not approve proposal

*[Handwritten initials]*

*2/20/04*  
*2/27/04*  
*3/11/04*

**Division Chair**

Places proposal on division meeting agenda  
Conducts vote on approval of proposal  
Signs proposal form and forwards proposal to Academic Council Chair if division approves proposal, or sends proposal back to faculty member with suggestions if division does not approve proposal

**Academic Council Chair**

Places proposal on Academic Council meeting agenda when required materials are received by deadline  
Circulates proposal to College faculty  
Assigns primary reviewer for proposal  
Invites faculty member responsible for proposal to Academic Council meeting  
Sends proposal to Academic Council members  
Conducts vote on approval of proposal  
Signs proposal form if approved  
Forwards proposal to the UK Senate Council and UK Registrar if Academic Council approves proposal, or sends proposal back to faculty member with suggestions if Academic Council does not approve proposal

**Notes:**

- This checklist is applicable for all program and curriculum proposals.
- After Academic Council approval, the faculty member submitting proposal is responsible for making any requested changes and submitting revised form to the Academic Council recording secretary within one week.
- To ensure implementation for the following Summer session and Fall semester, proposals should be approved by Academic Council no later than the December meeting.
- To ensure implementation for the following Spring semester, proposals should be approved by Academic Council no later than the May meeting.
- Agenda items for Academic Council meetings are due by the 15<sup>th</sup> of the preceding month in order to be considered.
- For more information, consult the Academic Council web page at <http://www.uky.edu/LCC/PRES/AcademicCouncil/academicCouncil.html>.