

IS 105C : Professional Employment Preparation

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews.

Credits 1

Lecture Hours 1

Recommended Preparation

Credit for ENG 22, ENG 23, or higher, keyboarding skills, and knowledge of word processing.

Course Outcomes

- Integrate job interview preparation techniques into a live interview.
- Utilize resources needed to find a job.
- Assemble a career portfolio for ongoing career development.