

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

Program: *Interdisciplinary Studies*

Recommended:

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

Student Learning 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.