

# Spokane Community College

## COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

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**Course Title: Job Prep**

**Prefix and Course Number: BT 160**

**Version Date: 2/23/22**

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### **Course Learning Outcomes**

By the end of this course, a student should be able to:

1. **Conduct job/career research and collect data.**
2. **Assess job skills, abilities, and achievements.**
3. **Apply audience analysis to job-application documents.**
4. **Write job-application documents: professional resume, reference list, cover letter, and thank-you letter.**
5. **Revise and edit job-application documents.**
6. **Prepare for and participate in a mock interview.**
7. **Create an individual learning plan and career goals portfolio.**

### **Course Outline:**

1. Examine the job search process
  - a. Research job postings within field
  - b. Assess job skills, abilities, and achievements with employer needs in mind
2. Write job-application documents targeted to audience
  - a. Resume
  - b. Reference list
  - c. Job application
  - d. Cover letter
  - e. Thank-you letter
3. Revise and edit job-application documents
  - a. Apply professional business formatting
  - b. Apply professional style and design
  - c. Apply correct grammar and mechanics
4. Examine the interview process
  - a. Research interview questions
  - b. Research current interview practices
  - c. Research interview attire
  - d. Complete mock interview
5. Submit job-application portfolio