

Print Date: 7/31/14
Course Objectives/Course Outline
Spokane Community College

Course Title: Occupational Preparation and Experience
Prefix and Course Number: WATER 229

Course Learning Outcomes:

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

- Write an essay about their work experience
- Prepare a resume
- Conduct themselves appropriately during an interview
- Recite a speech using visual aids and answer questions from the audience
- Apply and prepare for full-time employment

Course Outline:

- I. Internship
 - A. On-the-Job Training – 8 weeks
 - B. Write and Receive Evaluation from their Employer
- II. Skills Preparation
 - A. Resume Preparation
 - B. Federal and State Applications Completion
 - C. Create a Term Paper
 - D. Follow On-the-Job Etiquette
 - E. Prepare a Twenty-minute Speech with Questions
 - F. Interview Preparation