

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 160

Course Title: Job Preparation Techniques

Version Date: 4/24/2019

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Identify job search strategies for successful career exploration.
2. Prepare a resume, cover letter, thank you letter, and other employment correspondence documents correctly and professionally.
3. Identify and correctly utilize various research tools to identify key components of a business.
4. Identify, develop, and implement successful interview strategies and techniques.