Course Title: Job Preparation Techniques
Prefix and Course Number: BT 160

Course Description:
Job Preparation Techniques (3 cr) Students prepare for the job search process. Self-analysis, goal setting, personal appearance and grooming, communicating ideas through individual and group presentations, resume writing, application cover letter writing, interviewing practice, and other techniques are emphasized. Prerequisite: Second-year student or permission of instructor. (SCC, SFCC)

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

- conduct job/career research and collected data.
- assess their job skills, abilities and achievements.
- develop a professional resume, reference list, and cover letter.
- post their profile to a job database.
- complete a master application.
- apply dressing and grooming skills to the job search process.
- prepare for and participated in a job interview.
- compose thank you letters.
- create an individual learning plan and career goals.
- acquire information regarding local job search resources.

Course Outline: