Spokane Community College
COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Job Prep
Prefix and Course Number: BT 160
Version Date: 2/23/22

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