

2021-2022

Getting Ready for Employment Certificate of Completion

Complete the following program of study (Major C.206B.CC).

This program provides 21st Century communication skills in order to prepare students to apply for a variety of available positions.

Name: _____ Student ID: _____ Date: _____

Course Overview and Selection

Completion of the following courses:

Course	Course Description	Units	Completed	In Progress	Planned
BA 357	Writing a Job-Winning Resume	9			
BA 358	Writing a Job-winning Cover Letter	9			
BA 359	Succeeding at Job Interviews	9			

Notes:

Non-Credit Program offering

Program Learning Outcomes:

1. Students prepare professionally formatted application materials, including: resumes, cover letter, and post-interview thank-you letters.
2. Students conduct themselves professionally during an interview and respond to common interview questions.

Comments: