

2023-2024

## 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	Hours	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: