



## MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

## COURSE TITLE

Professional Preparation

## GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 262

(Formerly: OFF 262)

CIP Code: 52.0204

Intent Code: 21

Program Code: 547

Credits: 3

Total Contact Hrs Per Qtr.: 33

Lecture Hrs: 33

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

## COURSE DESCRIPTION (as it will appear in the catalog)

This course covers job preparation components in which emphasis is given to job search and interviewing techniques.

## PREREQUISITES

BUS 200

## TEXTBOOK GUIDELINES

Texts as decided by BIM Faculty (Examples: *Who Moved My Cheese?* By Johnson and *101 Great Answers to the Toughest Interview Questions* by Frye)

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Prepare a professional resume
2. Maintain a job search portfolio indicating individual growth of workplace skills and attitudes
3. Evaluate personal growth activities
4. Practice and evaluate interviewing skills

## INSTITUTIONAL OUTCOMES

## COURSE CONTENT OUTLINE

1. Personal Inventories
2. Workplace Skills & Attitudes
3. Employment Portfolios
4. Resumes
5. Applications
6. Interviewing Skills

## DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered

(text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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**DIVISION CHAIR APPROVAL**

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**DATE**