

COURSE CTR1010: JOB PREPARATION

Level: Introductory

Prerequisite: None

Description: Students develop successful employment search skills and a personal employment search portfolio.

Outcomes: The student will:

- 1. identify and develop knowledge, skills and attitudes appropriate for conducting successful employment searches**
- 2. communicate in the language in which business is conducted**
- 3. prepare a personal employment search portfolio**
- 4. use technologies, tools and information systems appropriately for job preparation**
- 5. demonstrate basic competencies**

