

OFFICE TECHNOLOGIES – JOB SEARCH SKILLS - CERTIFICATE OF COMPLETION

Plan Code: 6003

This program will certify that students have developed occupational competence for obtaining desired positions in the workforce. This certificate will serve to verify that students have undergone self-evaluation, researched careers and companies, prepared required documentation (resume, cover letter) needed to get an interview, as well as prepared for interviews and are able to apply necessary follow-up procedures. Students are required to complete the three-course series within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Develop and complete a portfolio that presents the student(s) as the most qualified job applicant(s).

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
BCOM 622	The Job Search Process	18
BCOM 623	Job Search Tools	18
BCOM 624	The Interview Process	18
Total Hours		54