

EMPLOYABILITY SKILLS AND RESUME WRITING

This course is designed to develop the knowledge and skills necessary for entry to the workforce or to find a new position. This course will cover the newest techniques for job search. This course meets for 20 hours and has no prerequisites. These skills include: resume building, cover letter, interviewing skills, use of resources, and interpreting information. Topics include: analyzing interest, aptitudes and skills to create career goals; using job shadowing, networking and information interviewing, to research careers of interest and identifying career preferences; critically reviewing job descriptions to identify required: skills; and demonstrating job seeking and job keeping skills.

CE1 297 A1 BLENDED COURSE Meets:

Sunday, 9:00am-2:00pm

September 10 – October 1 for 4 sessions. (September 10, 24 On-Campus, and September 17, October 1 by ZOOM.)

CE1 297 A2 ON-CAMPUS COURSE Meets:

Sunday, 9:00am-2:00pm

October 8 - October 29 for 4 sessions.

CE1 297 A3 BLENDED COURSE Meets:

Sunday, 9:00am-2:00pm

November 5 - December 3 for 4 sessions. (November 5, 19 On-Campus, and November 12, December 5 by ZOOM. No class on November 26.)

Fee: \$395