Department:

Business Division

Course Description:

This course is designed to assist students seeking career employment. The course will focus on developing and strengthening cover letters, resumes, and portfolios. Students will participate in mock interviews, job shadowing opportunities, and job searches.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Prepare professional cover letters, resumes, and portfolios
2. Explain the basic principles of successful interviewing techniques
3. Analyze and determine suitable career opportunities
4. Prepare a career plan and job-seeking strategy
5. Conduct an organized job search

Course Content:

A. Applications and Careers
B. Getting a Job
C. Communicating on the Job
D. Team Communications

Learning Assessments:

Students will be evaluated by use of discussion questions, graded assignments, comprehensive assignments, research paper, projects, presentation, portfolio, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.
Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.