SECTION HEADING

GSCL 1105: Job Seeking Skills

Description

Job Seeking Skills introduces career planning techniques and explains how to apply them in an employment search.

Credits

1

Topics to be Covered

1. Career exploration and skill identification

2. Job search techniques

3. Resumes

4. Cover letters

5. Interviews

6. Career Management

Learning Outcomes

1. Identify your skills and interests

2. Discuss labor market trends

3. Use various sources of information to find employment opportunities

4. Identify networking opportunities

5. Create a professional resume

6. Write a professional cover letter

7. Differentiate among the types of interviews and understand how to prepare for them

8. Explain the importance of lifelong learning and goal setting in reaching the next level.

Credit Details

Lecture: 1

Lab: 0

OJT: 0