

OAD 134: Career and Professional Development

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

OAD 101 or permission of the instructor

Program: Office Administration