A. COURSE DESCRIPTION
   Credits: 1
   Lecture Hours/Week: *.*
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course is designed to empower students with the skills and resources necessary to find a job. Current issues and trends in the workforce related to hiring and job opportunities will be evaluated. Students will explore the job search process and develop effective techniques in preparing a resume and cover letter. Students will also develop networking skills and interviewing techniques to prepare for the eventual job search. Note: No credit will be given for this course if student has completed ADEV/BUS 1010.

B. COURSE EFFECTIVE DATES: 10/25/2013 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   None

D. LEARNING OUTCOMES (General)
   None

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted