Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: BWRI 7235
Course Title: Resume and Interview Workshop

Course Description: Be prepared for your next job opportunity with a professional resume. Create an effective communication tool or optimize existing resumes by giving it a tune-up, to enable you to better market your skills and abilities. Learn how to highlight your skill sets and use keywords to get more exposure and interest. Increase your visibility with employers and recruiters and upgrade your placement in job candidate listings. Learn the different interviewing techniques used by potential employers that require specific preparation on your part.

Suggested Course Prerequisite(s): N/A

Course Resources: Please have digital copy of your current resume.

Student Learning Outcomes:
1. Create an effective communication tool or optimize existing resumes by giving it a tune-up
2. Market your skills and abilities
3. Highlight your skill sets
4. Use keywords to get more exposure and interest
5. Increase your visibility with employers and recruiters
6. Upgrade your placement in job candidate listings
7. Use different interviewing techniques used by potential employers that require specific preparation on your part

Certification Notes: N/A

Next course recommendation: N/A

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.
Lesson Plan – by week or session:

**Session 1**: Introductions and syllabus.
- Resumes
- Marketing yourself
- Skill sets
- Exposure and interest
- Visibility
- Candidate listings
- Interviewing techniques
- Student Evaluation of Instruction

**Method of Evaluation**: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.