Course Outline for Business 50C

INTERVIEWING FOR SUCCESS

Catalog Description:

BUS 50C - Interviewing for Success 1.00 units
Principles and techniques of successful employment interviews: interview preparation, selling your qualifications, managing difficult qualifications, following up on the interview.

Requisites: none

Grading Option: Optional

Discipline:

<table>
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<tr>
<th>Units</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td>Lecture</td>
<td>1.00</td>
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<tr>
<td>Laboratory</td>
<td>0.00</td>
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<tr>
<td>Clinical</td>
<td>0.00</td>
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<tr>
<td>Total</td>
<td>1.00</td>
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Prerequisite Skills:
None

Measurable Objectives:

Upon completion of this course, the student should be able to:
1. Research a company and position before an interview.
2. Identify and articulate key job qualifications in a job interview.
3. Successfully respond to difficult or illegal questions.
4. Present appropriate body language in an interview.
5. Professionally follow up on employment interviews.

Course Content:
1. Researching companies and positions
2. Conducting informational interviews
3. Understanding interviewer expectations and interview strategies
4. Assessing key qualifications for a position
5. Dressing for success
6. Selling yourself in an interview
7. Responding to different types of interview questions (situational, behavioral)
8. Handling difficult or illegal questions
9. Managing nonverbal communications and tone
10. Closing and following up on employment interviews
11. Negotiating salary and benefits

Methods of Presentation
1. Lecture/Discussion
2. Oral presentations
3. Mock interviews
4. Case problems
5. Videos
6. Guest speakers

Assignments and Methods of Evaluating Student Progress
1. Typical Assignments
   A. Develop a list of ten questions you would ask if you were the interviewer for your desired position, and your persuasive responses as a candidate for the position.
   B. For a chosen job position, conduct an informational phone interview with a company representative. Prepare a one-page report on what you’ve learned about specific job duties and your fit of your qualifications to the position.

2. Methods of Evaluating Student Progress
   A. Quizzes
   B. Oral Presentation
   C. Mock interviews
   D. Research papers
   E. Exams/Tests
   F. Final Examination

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Students will be able to respond to a series of common interview questions.
   B. Students will develop, improve, and practice their interviewing skills.
Textbooks (Typical):

Special Student Materials
Abbreviated Class Schedule Description:

- Once per year, online
- Requisites: none