

Department/Program:

## Professional Development (Adult Undergraduate)

### Courses

PRO 4220 Professional Development Seminar (2 hours)

The course will examine the methods and practice of achieving career goals with emphasis on the exploration of career opportunities, resume development, cover letter composition, interviewing, networking, professional image, and the use of technology in achieving career goals. Students will develop the skills to assist them with job search and career growth throughout their lives.

*Prerequisite: Senior standing or permission of the instructor.*

Archway Curriculum: Integrative Core: UC Reflected Self Thread