



MISSION STATEMENT

"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"

CAREER DEVELOPMENT TRAINING

Clinical Component Meeting Time: Fridays 9:00am – 3:00pm

Instructors: TBA

Office Address: 422 Main St, Malden MA 02148

320 Washington St, Brookline, MA 02445

Office Phone: Malden (781)333-3522 - Brookline (617)383-6058

E-mail: TBA

Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description

This intensive four-day course consists resume writing, interview training, including proper dress, and job search preparation.

The workshop part of this course will address correcting one's resume, practicing interview skills, and practice in searching and applying for a position in one's field of study at BCI.

II. Course goals and objectives:

The goals of this model curriculum are to:

- Prepare students in writing resumes
- Display proper use of body language in workplace and interviews
- Understand the importance of dress codes and apply the same to classroom setting
- Develop the skills to successfully attend an interview
- Develop necessary skills to conduct online search for a position in one's chosen field.

III. Class Expectations and Assignments

- Attendance for all courses and successful completion of all homework assignments is mandatory.
- Under no circumstances are cell phones to be used; except for translation purposes and with specific consent from the instructor.
- Except for religious purposes, no headwear will be worn in the classroom.

IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Homework
- Mock Interview

A cumulative final grade below 75% is considered a failing grade.

V. Outcomes

After studying all materials and resources presented in the course, the student will be able to:

- Present their own resume with guidelines provided in the course
- Able to conduct and demonstrate effective interview skills
- Will dress professionally and act appropriately during an interview
- Able to research job position of interest.

**Student success is our priority, don't hesitate to ask questions and always give your best!!!!
Good Luck**

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	<ul style="list-style-type: none">• Introduction to the Resume and Interview Skills	<ul style="list-style-type: none">• Sample Resumes and Resume writing worksheet• Mock Interview Samples (Questions and Answers)• Professional attire lecture
WEEK 2	<ul style="list-style-type: none">• Resume	<ul style="list-style-type: none">• Resume building and correction exercise• Interview preparation (Building own answers to common questions)• Professional attire selection
WEEK 3	<ul style="list-style-type: none">• Mock Interview	<ul style="list-style-type: none">• Students will conduct their own interview; with proper attire and professional attitude• Submission of completed Resume
WEEK 4	<ul style="list-style-type: none">• Job Search	<ul style="list-style-type: none">• Searching for desired job lecture and practice• Online application for chosen position

