

# CAREER PRACTICUM (CAR)

## **CAR 120. Explore: College & Life Design. 1 Credit.**

Designed for College of Arts & Sciences students who are still unsure about what career path or specific job might fit them best, this course uses a life design framework to help students identify their values and interests, explore which careers might make the most sense for them based on their personal preferences around work/life balance, and develop a plan for their remaining time at Quinnipiac that prepares them for a future career matching their individual understanding of meaning and purpose. This class is for College of Arts & Sciences students completing their first three years of undergraduate education. Fourth year and graduate College of Arts & Sciences students interested in this course should contact CAS for permission.

**Prerequisites:** None

**Offered:** Every year, Spring

## **CAR 125. Versatile Career Skills. 1 Credit.**

Versatile Career Skills is a specialized course designed for college students majoring in the College of Arts and Sciences, aiming to equip them with essential skills for today's job market. Tailored to harness the strengths of liberal arts studies, this program emphasizes communication strategies, critical thinking methodologies, adaptability techniques, and essential technological skills crucial for success in diverse professional fields. Through interactive modules and hands-on exercises, students will not only refine their abilities to analyze complex information and communicate effectively but also gain proficiency in key technological tools and platforms relevant to their future careers. Join us for a transformative learning experience that bridges an arts and sciences education with technological expertise, preparing you for a successful transition from college to the professional world.

**Prerequisites:** None

**Offered:** Every year, All

## **CAR 130. Prepare: Career & Life Readiness. 1 Credit.**

Designed for College of Arts & Sciences students who are preparing to search for an internship or job, this course uses a life design framework to guide students through the process of identifying a connection between their personal definition of success, existing skill set, and an ideal career to identify a specific career goal. With a goal in place, students will develop personal branding tools including a resume, cover letter, LinkedIn profile and job search plan that aligns their goals and skills with a compelling story that will engage employers. CAS 120 is recommended but not required to enter this course.

**Prerequisites:** None

**Offered:** Every year, Fall and Spring

## **CAR 140. Launch: Career Planning & Life After QU. 1 Credit.**

Designed for College of Arts & Sciences students who are about to complete their undergraduate career at Quinnipiac, this course uses a life design framework to guide students through the process of landing their dream job and preparing for success in work and life. Students will create a plan for their job search, build connections, develop an understanding of how to effectively manage work and life responsibilities in a way that is personally meaningful and effective for them, build a professional network, understand job offer negotiation, and explore job alternatives such as entrepreneurship, gap years, and continuing education. We will also explore basic life skills such as financial planning and budgeting, understanding job benefits, and more. CAS 130 is recommended but not required to enter this course.

**Prerequisites:** None

**Offered:** Every year, Fall

## **CAR 150. Introduction to Excel. 1 Credit.**

Excel, a spreadsheet program that allows organization, calculation and information analysis has become the most requested skill among employers. Employers in all fields seek candidates who already possess 21st-century skills such as data manipulation. Whether you are managing a budget, running a nonprofit or manipulating and analyzing scientific research data, Excel is your tool. In this online course, students learn the basics of Excel, including sorting, filtering, grouping, functions, formulas, charting and pivot tables.

**Prerequisites:** None

**Offered:** As needed

## **CAR 151. Computer Literacy & Microsoft 365. 1 Credit.**

This course will guide you through the fundamentals of computer literacy, introduce you to Microsoft 365 and help make you proficient in using Word for creating documents. You'll explore operating systems (Windows and macOS), understand directory structures, and develop effective file management techniques. We will also cover basic computer maintenance and essential security measures to protect you and your data. The course is a 7-week, online asynchronous course.

**Prerequisites:** None

**Offered:** As needed

## **CAR 295. Career Practicum. 0-15 Credits.**

This course offers practical training for an occupation requiring a bachelor's degree. It involves supervised work (paid or unpaid) in an employment setting and career development research and reflection. The final grade is Pass/Fail.

**Prerequisites:** None

**Offered:** Every year, All

## **CAR 410. LSAT Prep Course. 1 Credit.**

LSAT Prep Course is intended for those students who are planning to take the Law School Admissions Test (LSAT) within the next few months. This course reviews the LSAT and provides methods of approaching problems, answering questions and preparing for the exam. Students are advised to take the course in the fall for the January, February, March and April exams. Students are advised to take the course in the spring for the June, July, September, October and November exams.

**Prerequisites:** None

**Offered:** Every year, Fall and Spring