

## **AIAE 0204: Intermediate Professional Communications II**

### **3 Credit Hours**

*Prerequisite: Student must be enrolled in the Academic, Social and Career Enrichment Certificate only and AIAE 0203*

This course builds on skills learned Intermediate Professional Communications I with an emphasis on providing a conceptual framework and specific tools for communicating in complex environments. Students will demonstrate how to offer feedback, accept feedback, and use feedback to improve communication skills.

## **AIAE 0205: Career Preparation and Internship III**

### **3 Credit Hours**

*Prerequisite: Student must be enrolled in the Academic, Social and Career Enrichment Certificate only.*

This course is designed to prepare students in the ASCE program for the transition to the workforce. Students will investigate how their skills, interests, values and personality influence career decisions. Students will begin to organize and prepare professional documents that includes resumes, cover letters, letters of recommendation, and other essential items needed for a customized employment portfolio. Internship hours are required.

## **AIAE 0206: Career Preparation and Internship IV**

### **3 Credit Hours**

*Prerequisite: Student must be enrolled in the Academic, Social and Career Enrichment Certificate only and AIAE 0205*

This course builds on skills discussed in Career Preparation and Internship III. Students will investigate the job search process and recognize the qualities, skills, and abilities that employers are seeking in job candidates. Students will complete professional documents that include a resume, cover letters, letters of recommendation, and other essential items needed for a customized employment portfolio. Internship hours are required.

## **AIAE 0301: Advanced Professional Communications I**

### **3 Credit Hours**

*Prerequisite: Students must be enrolled in the Advanced Leadership and Career Development Certificate only.*

This course is designed to understand theories and practice of speech and written communication as applied to business and professional situations. Students will learn to demonstrate an understanding of professional language, written principles, and multimodal communication, including verbal, written, and digital/visual modes.