

CAREER PRACTICUM (CAR)

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 keeping a budget, organizing a training log, managing 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.

Offered: As needed

CAR 295. Career Practicum. 1-3 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. This course may be repeated for credit up to a total of 6 credits for this course, other workshops, and PE courses combined. The final grade is Pass/Fail.

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.

Offered: Every year, Fall and Spring