

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** SDV 100

**Credits:** 2

**Course Title:** College Success Skills (and Career Education)

**Course Description:** Assists students in transition to college. Provides overviews of college policies, procedures, and curricular offerings. Encourages contact with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and college resources available to students. Surveys career options available to students. Stresses career development and assists in the understanding of self in the world of work. Assists students in applying decision-making to career choices. Strongly recommended for beginning students who have not selected a major. This course will fulfill the SDV 100 requirement, which is a graduation requirement for degrees and full certificate programs. Lecture 2 hours per week.

**General Course Purpose:** This course is designed to assist first-year students in effectively transitioning into college and helping students solidify career goals by using participatory strategies for teaching, learning, and assessment. Students who are unsure of their major or career goals or students who need a better understanding of the world of work would benefit from this course.

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Articulate the reasons why their chosen career is appropriate for them based upon their skills, values, goals, and interests.
- b. Use the technology involved in a career search to locate and apply for specific jobs.
- c. Produce a résumé and a cover letter tailored to a particular job.
- d. Demonstrate knowledge of effective interviewing techniques.
- e. Explain, from an employer's point of view, what is desired in an employee (i.e., understand the workplace).
- f. Successfully apply two techniques relating to each of the following college transition areas:
  1. note-taking
  2. test-taking
  3. reading comprehension
  4. time management.
- g. List five campus resources that assist students, and describe how students may access the resources.
- h. Select the appropriate academic program and course options for enrollment in subsequent terms.
- i. Demonstrate knowledge of the basics of money management.

**Major Topics to be Included:**

- a. Understanding the world of work and its requirements
- b. Understanding yourself and your "fit" in the world of work
- c. Developing a personal portfolio and marketing plan (including résumé)
- d. Networking to discover career possibilities
- e. Interviewing effectively
- f. Financing the required education and other aspects of life
- g. Using study techniques effectively
- h. Identifying appropriate campus resources for success

**Effective Date of Course Content Summary:** September 30, 2013