

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

Course Prefix and Number: SDV 107

Credits: 1

Course Title: Career Education

Course Description:

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. This course will not fulfill the SDV 100 requirement. Lecture 1 hour per week.

General Course Purpose:

This course is designed to help 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

1. Articulate the reasons why their chosen career is appropriate for them based upon their skills, values, goals, and interests.
2. Use the technology involved in a career search to locate and apply for specific jobs.
3. Produce a resume and a cover letter tailored to a particular job.
4. Demonstrate knowledge of effective interviewing techniques.
5. Explain, from an employer's point of view, what is desired in an employee (i.e., understand the workplace)

Major Topics to be Included:

1. Understanding the world of work and its requirements
2. Understanding yourself and your "fit" in the world of work
3. Developing a personal portfolio and marketing plan (including resume)
4. Networking to discover career possibilities
5. Interviewing effectively
6. Financing the required education and other aspects of life

Effective Date of Course Content Summary: April 15, 2013