

Date Prepared: 9/30/04

Effective Date: Fall 2004

COURSE OUTLINE

1. COURSE PREFIX and NUMBER: **SDV 106** CREDIT HOURS: **1**
2. COURSE TITLE: PREPARATION FOR EMPLOYMENT
3. PREREQUISITES: None
4. COURSE DESCRIPTION: Provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. Assists students in identifying their marketable skills and aptitudes. Develops strategies for successful employment search. Assists students in understanding effective human relations techniques and communication skills in job search. Lecture 1 hour per week.
5. CONTENT: (Major Headings)
- a. Career Development
 - b. Job Attainment
 - c. Job Survival
 - d. Personal Skills

6. GENERAL COURSE OBJECTIVES:

Upon successful completion of the course, the student will be able to:

- a. Assess their work related interests, abilities, experiences, and values and relate this information to the requirements of specific occupations.
- b. Select a job goal and develop a career path for a selected occupation.
- c. Identify an academic or vocational program which will support their chosen career path.
- d. Learn specific job strategies, produce a resume, complete an application and participate in a mock interview.
- e. Conduct a job search and complete a job interview.
- f. Identify the expectations employers have of employees and determine which factors may affect job performance and job satisfaction.
- g. Identify the process of decision making and the impact values and goals have on choices and outcomes.