

SDV 106

Preparation for Employment

COURSE OUTLINE

Prerequisites:

No prerequisites are necessary

Course Description:

This course provides experience in resume writing, preparation of applications, letters of application, and successfully preparing for and completing the job interview. The course also assists students in identifying their marketable skills and aptitudes, developing strategies for successful employment search, and understanding effective human relations techniques and communication skills in job search. Students will experience business-style writing, gain insight into career areas of interest, and identify areas of competency and incompetency as related to employment. Finally, the course will help students develop professional networks essential for success, accessing potential future employers. Students will develop an appreciation for employer needs and demonstrate the ability to socially acclimate into a business culture.

Semester Credits: 1 Lecture Hours: 1 Lab/Recitation Hours: Select Hours

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Class Name and Number

Course Outcomes

At the completion of this course, the student should be able to:

- A)** Utilize class and Hall Associates Career Center materials to determine readiness for specific career choice(s) and prepare updated resume.
 - ⤴ Complete career assessment in the Hall Career Center
 - ⤴ Successfully craft updated resume.
- B)** Gain a clear understanding of the intricacies of preparing for job interviews.
 - ⤴ Discuss the legalities of interviewing.
 - ⤴ Understand the intent of interview questions.
 - ⤴ Prepare for and participate in an in-class mock interview.
 - ⤴ Critique a live interview.
 - ⤴ Interview with an HR professional.
- C)** Acquire clear understanding for social acclimation into the workplace, practice in business writing, and setting personal and professional goals.
 - ⤴ Completed a behavior diagnostic.
 - ⤴ Write cover & thank you letters.
 - ⤴ Calculate the cost of poor customer service

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SDV 106: Preparation for Employment

Required Materials:

*On-site Career Training, Workforce Preparedness & Internship; 2011, Workbook,
MileStone Performance & VWCC.*

Textbook:

Enter Textbook name, edition and ISBN Number Here

The following supplementary materials are available:

1. The Career Workshop PowerPoint Presentation
- 2.
- 3.

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SDV 106: Preparation for Employment

Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

Employers Looking for:	Ten Most Wanted Skills- Exercise: Me in 30 Seconds
Resumes and Cover Letters	Organizing the Resume Effectively Evaluate Your Resume- Exercise: Bad Resume Sample Resumes & Cover Letters Business Letter Format- Exercise: Misplaced Words Eight Keys to Resume & Cover Letter Success
Applications	Sample Application Watch for These Errors
Interviewing	Know Your Rights- Exercise: What's Legal? Techniques Interviewers Use Nine Tips for Getting Hired Sample Interview Questions & Web Resources Behavioral Interviewing
Interviewing Skills & Job Search Etiquette	Work Preparedness & Resume Preparation Checklist Personal Presentation & Body Language
Preparing for the Interview	Interview Portfolio Day of, During, and Closing the Interview Following up
Job Search Etiquette	Do's and Don'ts Things to Remember Sample Thank You Letter
Conscious Workplace Choices	Personal Management Do's and Don'ts Skills & Desired Behaviors
Dimensions of Behaviors	Tasks and Relationships- Exercise: Behavior Style How Needs Motivate- Exercise: Hierarchy of Needs
Creating Successful Goals	S.M.A.R.T. Goals and Career Planning
Marketing Yourself	Before and After You Are Hired Avoid Pitfalls
Rules for Dress	Appropriate Business Casual and Interview Attire
Strategies for Negotiations	Exercise: Plan Your Negotiation
Work Ethics	Exercise: Ethical Decision-Making
Golden Rules	Exercise: Cost of Poor Customer Service

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Notes to Instructors

(List information about optional topics, departmental exams, etc.)

1. Interpreting career assessment results
2. Hall Career Center events that support content
3. Final Exam is open book take-home exam posted on Blackboard
- 4.

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