

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY  
SDV 106 – PREPARATION FOR EMPLOYMENT (1 CR.)**

**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.

**General Course Purpose**

The purpose of this course is to familiarize students with current literature, available resources and strategies for successful job searching and job retention.

**Course Prerequisites/Co-requisites**

None

**Course Objectives**

Upon completion of this course the student should be able to:

- Write a chronological, functional or combination resume, explain differences among them and decide which is preferable for you.
- Discuss 10 ways to proceed through a job search, and identify the most effective measures for you.
- Identify positive and negative aspects of a successful job interview.
- Understand strategies for keeping and/or revitalizing your job.
- Log onto various Career Exploration/Job Seeking sites.

**Major Topics to be Covered**

- Self assessment
- Plan for job search
- Resumes, cover letters, applications
- Interviewing and networking