Sophia Learning
CRED1001: Job Readiness (1 semester credit)

COURSE DESCRIPTION
Sophia's Job Readiness course is designed to introduce learners to the fundamental steps to secure a job role. In this course, learners will gain an understanding of the job search process.

COURSE EFFECTIVE DATES: August 2022 - Present

PREREQUISITES: No prerequisites

LENGTH OF COURSE: This is a self-paced course. Students may use as much or as little time as needed to complete the course.

ACE CREDIT® RECOMMENDATION: In the lower-division baccalaureate/associate degree category, 1 semester hour in career management (8/22).

GRADING: This is a pass/fail course. Students must complete 4 Challenges (formative assessments), 1 Milestone (summative assessment), and 2 Touchstones (project-based or written assessments) with an overall score of 70% or better.

LEARNING OUTCOMES
Upon completion of the course, the student will be able to:
1. Explain the process of selecting and applying to a job.
2. Create career readiness documents
3. Communicate effective skills and relevant experience during a job interview
4. Apply strategies to increase professionalism and employability skills.

OUTLINE OF MAJOR CONTENT AREAS
- Job Hunting
- Job Description Analysis
- Employer Needs
- Your Fit for the Job
- Resume
- A Targeted Resume
- Cover Letter
- Communication and Networking
- Using LinkedIn
- Research and Preparation
- Types of Interviews
- Answering Questions Effectively
- Interview Practice
- Starting a New Job Successfully
- Productivity on the Job
- Effective Time Management
- Teamwork on the Job
- Emotional Intelligence on the Job

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