



# Sophia Learning

## CRED1001: Introduction to Career Readiness (1 semester credit)

### COURSE DESCRIPTION

Sophia's Introduction to Career 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 and what it takes to prepare a resume and cover letter. Learners will also learn how to use their relevant experiences to succeed in interviews, along with understanding how to act professionally in the workplace. In this course, learners will have the opportunity to create their own resume and cover letter, along with putting their interview skills to the test.

**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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