

Mastering Career Readiness Modules for Students



The Georgia Gwinnett College Mastering Career Readiness MyCourses modules, developed by Career Services, are designed to address the career readiness and employability skills of GGC students. As a student you are enrolled in the MyCourses modules which can be completed at your own pace. You can access the Mastering Career Readiness modules by logging in to MyCourses and clicking on the Mastering Career Readiness tile.

The Mastering Career Readiness course contains six modules (including an Introduction and

Conclusion) that provide several important aspects of career readiness including self-assessment, exploring careers and the nuts and bolts of getting and keeping jobs like resume writing, networking on LinkedIn, interviewing, and goal setting.

Each module wraps up with activities that reinforce employability skills and knowledge to support personal and professional achievement. You will receive a certificate of completion after completing each module and after completing all six modules.

Module Activity Breakdown

Module 1 - Explore <ul style="list-style-type: none">Take the Focus 2 Career assessmentComplete Handshake profile	Module 4 - Apply <ul style="list-style-type: none">Develop two goals (one academic and one career) on a goal setting worksheetUse Steppingblocks – Search360 to identify careers of interest and complete the career-related employability skills worksheet
Module 2 - Prepare <ul style="list-style-type: none">Build a ResumeCreate a Professional Reference List with three references listed	Module 5 - Brand <ul style="list-style-type: none">Take the Steppingblocks personality assessment to implement in your mock interview assignmentComplete a mock interview. This can be done in-person or via the Big Interview online platform
Module 3 – Connect <ul style="list-style-type: none">Create a LinkedIn ProfileComplete a dream job worksheet using LinkedIn	Module 6 – Achieve <ul style="list-style-type: none">Assess career competency proficiency based on the NACE and USG Core IMPACTS career competencies for career readiness and

Once completed, the Mastering Career Readiness modules can serve as a concrete career portfolio to share with prospective employers, community service organizations or education-related organizations. Your student career portfolio could include:

- A Resume
- A Reference List (preferably former supervisors and faculty)
- LinkedIn Profile
- Career and Personality Assessment Results
- Mock Interview (if conducted via [Big Interview](#))
- Mastering Career Readiness Certificate of Completion

Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace

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Frequently Asked Questions

Q: I did not request to be added to this. How did I get in it?

A: All GGC students are added to the modules. The modules are designed to assist you with gaining a better understanding of your major and/or focus area and help you to become a competitive candidate by providing you with knowledge and skills needed for gainful employment.

Q: Am I required to complete the modules?

A: Completion of the Mastering Career Readiness Modules is optional. You are not required to complete the modules, but it is highly recommended as you prepare for your future career. You will not have access after graduation.

Q: How do I share with an employer once I have completed the modules?

A: Once you receive your Certificate of Completion for all six modules you can add it to your resume, share with an employer via email, as an attachment to your application and upload as a document in Handshake.

Q: Is this a grade on my transcript?

A: No, the Mastering Career Readiness modules is a non-credit bearing course and will not show on your transcript.

Q: Is this a credited course?

A: No credit is issued for completion of the Mastering Career Readiness modules.

Q: What if I cannot access the course?

A: Stop by Career Services, Student Center - Suite 2130, email careerservices@ggc.edu or call 678-407-5702.

Q: Can I schedule an appointment to learn more about the modules?

A: You can make an appointment through the Schedule an Appointment section in Handshake, call Career Services at 678-407-5702 or stop by the Career Services in the Student Center - Suite 2130.

Q: Do I have to complete the modules sequentially?

A: No, all modules can be completed in any order at your own pace.

Q: Can I fail this course?

A: No, you cannot fail the course. It is a non-credit bearing course.

Q: How long do I have to complete the modules?

A: You can complete the modules at your own pace. You will have access to the modules until you graduate.

Q: Will I receive feedback on my work submitted?

A: Career Services will review all work, and you will receive feedback no later than two weeks prior to the end of the semester.

Q: I finished the course how I get my Certificate of Completion?

A: Your Certificate of Completion can be accessed in the My Awards section of the Mastering Career Readiness course. You will also be sent an email notification once the certificate issued.