

COURSE OUTLINE Career Planning

Course Description

PD 100. Career Planning. 1 hour credit. This course will enable the student to utilize a self-assessment, job search, cover letter, resume, and mock interview to initiate the career planning process.

Course Relevance

The principles learned in this course will allow the student to identify careers that suit his/her background, abilities, and interests.

Required Materials

Sears, S., Gordon, V. *Building your career*. Upper Saddle River, NJ: Prentice Hall, Inc.

* - For complete textbook information, refer to <http://www.butlercc.bkstr.com>

Learning Outcomes

The intention is for the student to be able to:

1. Relate personal values, interests, and abilities to career possibilities.
2. Use a variety of online resources to define job/career interests.
3. Develop a resume, cover letter, and interview skills.

Learning PACT Skills that will be developed and documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill areas:

Personal Development Skills

1. Personal management
 - Through various self-assessments, the student will identify values, interests, and abilities that contribute to a self-concept that is positive and effective in initiating the career planning process.

Analytical Thinking Skills

1. Problem solving
 - Through gathering information and integrating self-assessments, the student will clarify career possibilities for exploration.

Major Summative Assessment Task(s)

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Compiling a Career Portfolio including a resume, cover letter, interviewing techniques, letter of recommendation, list of references with contact information, and KCP Assessment Summary Sheet

Learning Units

- I. Current and future trends
 - A. Current employment trends
 - B. Personal career possibilities
 - C. Relevance of social, economic, and environmental issues
 - D. Employment issues

- II. Self-assessment
 - A. Values
 - B. Interests
 - C. Abilities
 - D. Relevance of values, interests, and abilities to careers

- III. Career exploration
 - A. Government resources
 - B. Computer resources
 - C. Personal resources

- IV. Job search strategies
 - A. Social networks
 - B. Effective networks
 - C. Local job market information
 - D. Cover letters

- V. Resumes
 - A. Work and education history
 - B. Vocational identity
 - C. Resume design
 - D. Resume evaluation

- VI. Interviews
 - A. Types of interviews
 - B. Interview questions
 - C. Evaluation factors
 - D. Interview preparation
 - E. Mock interview
 - F. Job knowledge

Learning Activities

Independent learning activities will occur both inside and outside the classroom. The student will complete self-assessments, online career searches, a cover letter, resume, and a mock interview.

Grade Determination

The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: Self-assessments, interviews, online career

searches, cover letters and resumes, assessments tasks (i.e. career portfolio), and other methods of evaluation employed at the discretion of the instructor.