

Career Planning*

COURSE DESCRIPTION:

In this half-credit course, students will use an informative interactive process to explore career and life options that fit their individual interests, needs, and skills. Students begin with a thorough examination of their own interests, aptitudes, achievements, and personality styles. Then, they explore potential career matches, examining job market information, conducting informational interviews, and plotting training and educational paths. Along the way, students learn to craft effective resumes and letters, and to handle job interview situations.

COURSE OBJECTIVES:

After completing this course, students will be able to:

- Summarize the career-planning process
- Describe societal and workplace trends that affect career planning
- Describe his or her personal interests, aptitudes, and lifestyle goals
- Locate, analyze, and apply career information
- Identify personal attributes applicable to careers of interest
- Identify the skills and knowledge needed for careers of interest and how to obtain them
- Create an entrepreneurial business plan
- Explain the process of finding and getting a job
- Demonstrate productive work habits and attitudes
- Explain the important of lifelong learning and career planning

PREREQUISITES: None

COURSE LENGTH: One semester

REQUIRED TEXT: None

COURSE OUTLINE:

Course Introduction

- Introduction to Career Planning
- Getting Started
- Research Paper/Portfolio

Getting to Know Yourself

- Getting to Know Yourself – Introduction
- Why Plan My Career?
- What Do I Like to Do?

The World of Work

- The World of Work – Introduction
- What Kind of Worker Am I?
- Where Do I See Myself?

Getting to Know the Job Market

- Getting to Know the Job Market – Introduction
- What Kind of Jobs are Available?
- Which Available Jobs are Right for Me?

Getting a Job

- Getting and Keeping a Job – Introduction
- How Do I Apply for Jobs?
- What Happens During the Selection Process?

Keeping a Job

- Keeping a Job – Introduction
- How Can I Keep a Job I Like?
- What About the Next Job (and the one after that)?

* = One semester (.5 credit) course