

**SOUTHEAST COMMUNITY COLLEGE**  
**DIVISION OF ARTS AND SCIENCES**  
**Social Science**  
**Revision Date: 07-01-19**  
[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: ACFS2020  
Course Title: Career Development  
Prerequisite(s): None  
Description: Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.  
Credit Hours: 1.0  
Class Hours: 15  
Lab Hours: 0  
Total Contact Hours: 15

**II. COURSE OBJECTIVES:** *Course will:*

- A. Inform students of the importance of career planning.
- B. Inform students of the importance of knowledge of self in relationship to career planning as well as career/job satisfaction.
- C. Increase students awareness of one's personality, interests, skills, values, and goals as they relate to career satisfaction and success.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Student will be able to:*
  - 1. Identify one's own assets and liabilities in relation to employability.
  - 2. To use open communication skills in order to interact more positively with others.
  - 3. Utilize available resources to research career information.
  - 4. Explain aspects of one's chosen career through research and informational interviewing.
  - 5. Develop skills in application, cover letter, and resume writing.
  - 6. Participate successfully in a job interview.
- B. General Education Learning Outcomes
  - 1. GELO #1: Oral Communication  
Outcome: Develop a central idea for presentations.  
Outcome: Competently communicate messages - both verbally and nonverbally - to a variety of audience types and in a variety of situations.
  - 2. GELO #2: Written Communication  
Outcome: Read and write in mechanically-sound, college-level English.
  - 3. GELO #6: Career and Life Skills  
Outcome: Employ effective interpersonal and intrapersonal communication skills.  
Outcome: Acquire entrepreneurial skills and attitudes.  
Outcome: Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

**IV. CONTENT/TOPICAL OUTLINE** (*course outline may provide more detailed information*)

- A. Beginning with the Self
- B. Interacting Positively with Others
- C. Getting What You Want in Career and Job
- D. Resumes, Applications, Cover Letters, and Interviews
- E. A Career Path

**V. INSTRUCTIONAL MATERIALS**

**A. Required Textbook:**

1. Hanna, Radtke, and Suggett (2009) *Career by Design*. (4th Edition). Prentice Hall, ISBN: 978-0-13-233090-0

**VI. METHODS OF PRESENTATION/INSTRUCTION**

**A. Methods of presentation typically include a combination of the following:**

1. Instructor's presentations
2. Guest speakers
3. Class and group discussions
4. Videos and multimedia presentations

**VII. METHODS OF EVALUATION**

**A. Methods of evaluation typically include a combination of the following:**

1. Assignments, reading, questions, quizzes
2. Employment Project
3. Attendance

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A.** Attendance of at least 60% of class sessions
- B.** Assignments
- C.** Reading questions and quizzes
- D.** Employment project
- E.** "Mock" interview and instructor review