

SOUTHEAST COMMUNITY COLLEGE
DIVISION OF ARTS AND SCIENCES
Social Science
Revision Date: 01-01-21

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. None.

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