



## CAREER PLANNING

CPL201 — 0.5 Credit

### Course Description

In this 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 Objective

After completing this course, the student 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 importance 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

#### The World of Work

- The World of Work: Introduction
- What Kind of Worker Am I?
- Where Do I See Myself?
- Exam Prep and Exam

#### Getting to Know Yourself

- Getting to Know Yourself: Introduction
- Why Plan My Career?
- What Do I Like to Do?
- Exam Prep and Exam

#### 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?
- Exam Prep and Exam

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## Self-Employment and Job Preparation

- Self-Employment and Job Preparation: Introduction
- How Could I Make My Own Job?
- How Can I Prepare for the Kind of Job I Want?
- Exam Prep and Exam

## Getting a Job

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

## 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)?
- Exam Prep and Exam