

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**CLP 300 - Career Development**

**0 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** NONE

**Transfer Status:** NT

30 hours Lecture

This course facilitates individual career growth. Topics include career planning theories, work motivation, self-assessment, career-success skills, career research, workforce preparation and readiness, and employment opportunities. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Ungraded. Open Entry/Open Exit.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Identify and assess individual preferences and priorities for career exploration.
- B. Review and understand the effect of personal preferences on selection of educational major, career choice and employment opportunities.
- C. Conduct occupational and work preparation research.
- D. Demonstrate problem solving and job readiness skills.

### III. COURSE CONTENT

#### A. Unit Titles/Suggested Time Schedule

| Lecture  |              |
|--|--------------|
| <u>Topics</u>  | <u>Hours</u> |
| 1. The decision making process: assessing and setting goals  | 2.00         |
| 2. Identifying and prioritizing personal and professional preferences                                  | 4.00         |
| 3. Career research   | 5.00         |
| 4. Choosing a career   | 3.00         |
| 5. Choosing a major of study   | 2.00         |
| 6. Career and life success skills  | 2.00         |
| 7. Changing careers: assessing why, when, where and how  | 2.00         |
| 8. Work motivation and job retention   | 1.00         |
| 9. Professional development across a lifespan  | 2.00         |
| 10. Leadership development concepts  | 2.00         |
| 11. Networking: self-branding, informational interviews, internships, community service, and mentoring | 3.00         |
| 12. Job searching in a new era   | 2.00         |
| Total Hours  | 30.00        |

### IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Class Activities
- C. Discussion
- D. Reading Assignments

- E. Instructor/student conferences
- F. Individual assessment(s)
- G. Research Activities

## **V. METHODS OF EVALUATION**

- A. Projects
- B. Class participation
- C. Written Assignments
- D. Class Discussion
- E. This is an individualized, competency based, personal growth class. The instructor and student will identify specific learning outcomes to be achieved. Individual learning plans will be used to detail activities and time expected to achieve objectives. Competency for each objective will be based on evaluation of completed activities. Learning plans may be modified to reflect changing student needs. Examples of learning plans will include completion of assessment(s), completion of career-life success skill inventories, contact with employers as part of job search and informational interviews completed.

## **VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read “Goal-Setting: Developing a Vision & Goals for Your Career Plan” from UCBerkeley.edu, and prepare to discuss parts of your career vision statement. What were some of your challenges in establishing long-term goals?
  - 2. Read “Job Networking Tips: How to Find the Right Job by Building Relationships” from HelpGuide, and prepare to discuss the importance of networking, and share your game plan and reach-out strategies.
- B. Writing Assignments
  - 1. Based on the results of your assessment(s) and your inventory of career skills, list the jobs you want to explore and address why you chose those particular positions.
  - 2. Complete 3 informational interviews. In your journal, reflect on your experience with each informational interview. What information did you gain from the informational interviews? How will this information help you in your job search? What are your next steps in finding the job you want?
- C. Out-of-Class Assignments
  - 1. Complete student/instructor selected on-line career assessment(s).
  - 2. Part of making career choices includes identifying and prioritizing career-life success skills. Complete the career skills inventory in preparation for the individualized learning plan.

## **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

### **Materials Other Than Textbooks:**

- A. “Job Networking Tips: How to Find the Right Job by Building Relationships,” John E. Kobara, 2015, Help Guide: <http://www.helpguide.org/articles/work-career/job-networking-tips.htm>
- B. “Goal-Setting: Developing a Vision & Goals for Your Career Plan,” UC Berkeley, Human Resources Department, 2015: <http://hrweb.berkeley.edu/learning/career-development/goal-setting/career-plan-vision>
- C. Preference Inventories
- D. Computer Programs
- E. Videotapes
- F. Guest Speakers
- G. Reference Materials
- H. On-Line Resources

**Created/Revised by:** Jo Anna Birdsall  
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