

**SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS**

I. TITLE OF COURSE: BH1011- Career Exploration and Development

II. COURSE DESCRIPTION: One credit hours
One credit hours of lecture and Zero credit hours of lab per week.

The student will be introduced to a comprehensive career development process, assisting in identifying strengths, abilities, and interests. Specific emphasis is placed upon the creation of an individualized career portfolio.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: None

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Division Statement: The mission of the Humanities and Social Sciences Department is to foster an appreciation of the role that the humanities and social sciences has played in the evolution of civilized society and to explore the ways that an understanding of theory and practice in philosophy, the social sciences, the fine arts, and written and oral expression will enable students to participate thoughtfully in a global society.

Department Statement: The mission of the Behavioral Sciences Department is to provide opportunities to improve and enhance each student's understanding and comprehension of the forces that have shaped and influenced the human condition.

IV. TEXTBOOK AND MATERIALS:

No required textbook. Materials to be provided by instructor (adapted from the DISCOVER Career Exploration Program).

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

I: Read with comprehension, be critical of what they read, and apply knowledge gained to real life

II: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

V: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

VI: Exhibit skills in information and technological literacy

VI. COURSE OUTCOMES:

Evaluate information regarding skills, abilities and interests leading to increased awareness of occupational/career clarification.

VII. COURSE OUTLINE:

1. Reach Your Full Career Potential
2. Take a Look at Yourself
3. What Do Employers Want?
4. Preparing for a Changing Workplace
5. Organize Your Winning Network
6. Facilitating an Efficient Employment Search
7. Investigating Employment and Procedures
8. Researching Prospective Employers
9. Preparing an Outstanding Resume
10. Perfecting the Application and Cover Letter

VIII. INSTRUCTIONAL METHODS:

1. Lecture
2. Small group discussion
3. Printed material
4. Written assignments
5. Active learning techniques
6. Technology assignments

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

1. Printed materials
2. Web-based assessment tools
3. Class hand-outs
4. Online resources

X. METHODS OF ASSESSMENT:

Outcome 1:

1. Students will be required to complete all assigned readings and materials provided by instructor.

2. Students' comprehension, critical analysis, and ability to apply their new found knowledge will be assessed by classroom discussion, the writing of a goal paper, the creation of an educational/career development profile, and essay exams.

Outcome 2:

1. Students will be required to write a goal paper, complete a written and computerized profile, complete structured writing assignments, develop effective resumes/cover letters.

Outcome 5:

1. Students; critical thinking skills will be evaluated through classroom discussion, small group discussion, collaborative exercises, individual exercises, structured writing assignments, a written projects, and a comprehensive profile requiring factual, rational, and insightful analysis.

Outcome 6:

1. Technology utilization will be measured by the successful completion of web-based interest and values inventories, development of action plans from within the web-based programs, and a comprehensive web-based profile.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or

assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hubble Academic building, room 149 A.

Syllabus Reviewed: 10/29/2018 18:30:32