

**Common Course Outline**  
**SDEV 103**  
**CAREER/LIFE PLANNING**  
**3 credits**

**The Community College of Baltimore County**

**Description**

**CAREER/LIFE PLANNING**

Develops an understanding of the career decision making process leading to lifetime career management; covers information on making the most of the job search process including resume writing, interviewing skills and networking.

Co-requisites Eng. Skill 1; Reading Skill 1

**Overall Course Objectives**

Upon completion of this course you will be able to:

Describe and utilize the career decision making process.

Assess career interests and personality style using an array of career inventory tools including:

- The Self Directed Search and the Strong Vocation Interest Inventory
- Myers-Briggs Type Inventory Personality Assessment and other decision making assessments

Identify and discuss the importance of personal and career related values in the career decision making process.

Learn effective decision making strategies based on a career decision making model.

Discuss the process of goal setting, establishment of steps for reaching goals and ways to evaluate and refine those goals.

Utilize skill identification activities and checklists.

Identify and use a variety of occupational information and resources, including the internet, computerized career assessments and print material.

Develop an individualized Career Profile in the form of a Career Autobiography or Life Mission plan that identifies:

- Life experiences and accomplishments, past career dreams, role models, current interests, values, skills, and establishes personal and career goals

Define and discuss current workplace data as it affects effective career decision-making.

Discuss ways technology has influenced the workplace, career options and job seeking strategies.

Identify workplace trends, including the increasingly diverse face of the workplace.

Learn tools for developing career resiliency, attitudes and communication effectiveness for workplace success.

Conduct career information interviews to gain insight and understanding into selected job choices.

Learn effective career management and job search skills including:

- The development of a resume and cover letter
- Successful employment interviewing techniques
- A variety of job seeking models, such as, networking
- The development of a sample work portfolio

### **Major Topics**

An Introduction to the Career Decision Making Process  
 Personal Assessment: Using and Interpreting John Holland Interest Inventory and  
 Myers- Briggs Type Indicator Personality Instrument  
 The Importance of Values in the Career Decision Making Process  
 Sources of Occupational Information and Occupational Research  
 Conducting an Informational Interview  
 Skills Identification  
 Decision Making  
 Job and Workplace Trends, Facts and Data  
 Workplace Diversity  
 Job Search Skills  
 Preparing a Resume and Cover Letter  
 Interviewing Skills

### **Course Requirements**

Grading/exams: The College community is concerned that high standards of academic performance be met. Grading procedures will be determined by the individual faculty member but will include the following:

Participation (may include attendance)	10%
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Exercises, Projects and Quizzes  
Mid-term and Final

50%  
40%