



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2010-2011
(i.e. 2006-2007)

NEXT REVIEW: 2015-2016
(i.e. 2011-2012)

STATUS: A
(A, I, D)

COURSE TITLE: Career Planning

COMMON COURSE NUMBER: SLS 1301

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN 48
(Per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture:	Lab:
Clinic:	Other:

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S): None

COURSE DESCRIPTION *(750 characters, maximum):*

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

- 1. Overview**
- 2. Self-Assessment**
- 3. Career Exploration and Planning**
- 4. The Decision-Making and Goal-Setting Process**
- 5. Technological Resources for Career Planning and Research**
- 6. Educational Planning**

EVALUATION:

In the box to the right of the Methods of Assessment, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 4.0, 4.2 and 5.12) that apply.

1. Portfolio	2.4, 3.1, 3.4, 3.5, 3.7, 6.4, and 6.5
2. Short essays	2.4, 3.6, 3.7 and 4.2
3. Research Papers	5.4
4. Group projects	3.6, 3.7 and 6.6
5. Discussions (In class and online)	1, 2, 3, 4, 5 and 6
6. Multiple Choice tests	1, 2, 3, 4, 5 and 6
7. Presentations	3.6, 3.7 and 6.6
8. Service Learning Projects	3.7
9. Pop quizzes	1, 2, 3, 4, 5 and 6
10. Take-home tests	1, 2, 3, 4, 5 and 6
11. Summaries and critiques	3.6, 3.7 and 6.6
12. Reaction papers	5.4
13. Surveys	3.6 and 3.7
14. Performance	3.6
15. Short answer tests	1, 2, 3, 4, 5 and 6
16. Classroom debates and colloquia	6.2
17. Blogs, wikis, web pages	1, 2, 3, 4, 5 and 6
18. Other (Please explain)	

UNITS

Unit 1 Overview

General Outcome:

- 1.0 The student shall be able to demonstrate an understanding of the concept of Career Planning.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Identify key strategies to improve self-awareness and self-management.**
- 1.2 Identify key strategies to maintain self-motivation, personal responsibility, success and decision making/choices.**
- 1.3 Describe the technological innovations (efficiency, performance, and opportunity) that are associated with various career clusters.**
- 1.4 Understand the relationship between educational planning and career planning**

Common Course Number: SLS1301

Unit 2

General Outcome:

- 2.0 The students shall be able to demonstrate an awareness of their personal characteristics.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Define the concept of values and identify their persona career, and lifestyle values.**
- 2.2 Define "interests" and identify their interests.**
- 2.3 Define "skills and abilities" and identify their skills and abilities.**
- 2.4 Explain how self-concept affects career choice.**
- 2.5 Identify and develop their technological skills and abilities.**

Common Course Number: SLS1301

Unit 3 Career Exploration and Planning

General Outcome:

- 3.0 The student shall be able to demonstrate an awareness of the strategies for career exploration and the options in the world of work.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Identify sources of career information.**
- 3.2 Find relevant career information in computer data bases and in reference resources and technology available for communication, research and instruction.**
- 3.3 Find relevant career information through community resources, including potential employers.**
- 3.4 Identify major career families or clusters.**
- 3.5 Identify technological resources in reference to career exploration.**
- 3.6 Conduct informational interviews with persons in occupation they are considering.**
- 3.7 Participate in on site observations of work environments under consideration.**

Common Course Number: SLS1301

Unit 4 The Decision-Making and Goal-Setting Process

General Outcome:

- 4.0 The student shall be able to demonstrate an understanding of the decision-making and goal-setting process.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Describe the decision-making and goal-setting process.**
- 4.2 Make a career decision, set realistic career goals, and write a career plan.**
- 4.3 List and describe the major steps necessary to reach their goals.**
- 4.4 List the available technological career resources for research.**

Common Course Number: SLS1301

Unit 5 Technological Resources for Career Planning and Research

General Outcome:

- 5.0 The student shall be able to identify access, navigate, and utilize necessary computer and web functions to help them achieve a successful academic and professional experience.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Access, log on to the BC student web site and navigate through all BC student pages.**
- 5.2 Access and navigate through relevant BC web pages and online resources such as: Programs of Study, course descriptions, college catalog, career resources.**
- 5.3 Perform online functions such as:**
- 5.3.1 Research degree programs and course descriptions**
 - 5.3.2 Register for courses**
 - 5.3.3 View and print course schedules**
 - 5.3.4 View and print transcript**
 - 5.3.5 View grades**
 - 5.3.6 Access and activate BC email account**
 - 5.3.7 View degree audit**
 - 5.3.8 Schedule advising appointments**
- 5.4 Use occupational and career search engines and internet resources such as various Federal, State, County, corporate career websites,FACTS.org, Library Services.**

Common Course Number: SLS1301

Unit 6 Educational Planning

General Outcome:

- 6.0 The student shall be able to demonstrate an understanding of the importance of developing an educational plan.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

6.1 Degree/Program Information

- 6.1.1 Identify and compare types of degrees, programs of study (majors) and be able to locate curricular requirements.**
- 6.1.2 Explain graduation requirements for selected programs of study.**
- 6.1.3 Explain transfer requirements and procedures including special program admissions, limited access, deadlines and others.**

6.2 Types of Colleges/Higher Education Institutions

- 6.2.1 Identify and compare public and private institutions offering of program of study using www.facts.org and other resources.**

6.3 Using the Degree Audit

- 6.3.1 Identify the general education and elective requirements/components of the degree audit.**

6.4 Developing an Educational Plan

- 6.4.1 Identify personal options of full or part time course load and complete sample educational plans based on these options.**
- 6.4.2 Review and finalize educational plan with an advisor or counselor.**

6.5 Creating an Educational Portfolio

- 6.5.1 Compile all related documents in print or electronic format**

6.6 Locate funding sources to obtain monies necessary to complete chosen degree.