COMMON COURSE OUTLINE: Course discipline/number/title: CAOR 1101: Career and Lifestyle Planning

A. CATALOG DESCRIPTION
1. Credits: 2
2. Hours/Week: 2
3. Prerequisites (Course discipline/number): College level writing skills or consent of instructor.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

In this course students will determine interests, skills, values and career life goals by use of standardized assessments, computer software and self evaluation. Explore which occupations fit with anticipated life styles and evaluate occupational trends. Arrange for and carry out informal interviews in the area of occupational choice. Brief review of resume writing and interviewing skills. Use of the internet to search for careers.

B. DATE LAST REVISED (Month, year): January, 1997

C. OUTLINE OF MAJOR CONTENT AREAS:
Use of the Planful Process of Decision Making:
1. Identify decision to be made.
2. Gather information by:
   a) Interests
   b) Skills
   c) Abilities
   d) Values
   e) Search for Occupations
   f) Computer
   g) OOH, DOT, SCI, MBTI
   h) Genogram
3. Identify Alternatives
   a) Computer
   b) OOH, DOT
4. Weigh Evidence
5. Choose Among Alternatives, Informational Interviews
6. Take Action
   Determine from information above which program fits needs and sign up for a class or course work in the area meet with a counselor, do a written plan.
7. Review Decision and Consequences

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Describe the Planful Process and incorporate it into everyday life.
2. Learn to interpret own survey results in a meaningful way.
3. Learn current trends in World of Work.
4. Use Career Library resources.
5. Have an action plan for future of career and lifestyle.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   Grading System of P/N or A-F.

G. SPECIAL INFORMATION (if any):
   Testing fee