



COMMON COURSE OUTLINE: Course discipline/number/title: CAOR 1103: Career Exploration Seminar

A. CATALOG DESCRIPTION

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

This course is designed to assist students in setting educational and occupational goals through assessment of interests and values, learning about the world of work, and learning to use career center resources. Recommended Entry Skills/Knowledge: College Level Reading & Writing Skills, Keyboarding Skills, and Computer Literacy.

B. DATE LAST REVISED (Month, year): December, 1996

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Assessment of interests.
2. Assessment of personality as it relates to the work place.
3. Current trends in the world of work.
4. Building skills to use the Career Resource Center.
5. Learning to access career and educational oriented information on the worldwide web.
6. Computerized career information programs.
7. Personal values related to career choice.
8. Research skills as they apply to career exploration.
9. Setting goals and making decisions.

D. LEARNING OUTCOMES (GENERAL): The student will learn:

1. What their interest patterns are.
2. Their personality type and how it relates to the world of work.
3. How to access Internet career development and employment resources.
4. Current trends in the world of work.
5. Transferable skills in using the Career Resource Center.
6. To access information from at least two computerized career programs.
7. To assess their values related to career choice.
8. The process of information interviewing.
9. How to make decisions and formulate goals.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Demonstrated skills and competency as measured by completed assignments.

G. SPECIAL INFORMATION (if any):

Assessment fees.