

**RARITAN VALLEY COMMUNITY COLLEGE  
ACADEMIC COURSE OUTLINE  
COURSE NUMBER AND TITLE**

**I. Basic Course Information**

A. Course Number and Title: STDV 101 – Career Planning and Development

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Spring      Year: 2013

D. Sponsoring Department: Student Development

E. Semester Credit Hours: 1

F. Weekly Contact Hours: 1              Lecture: 1  
Laboratory: N/A

G. Prerequisites/Corequisites: None

H. Laboratory Fees: None

I. Name and Telephone Number or E-Mail Address of Department Chair: David Ross, dross@raritanval.edu

**II. Catalog Description**

This course introduces students to the career exploration and planning process with a focus on identifying students' abilities, interests, values, and personality. Special focus will be on Holland's theory of work types. Additional emphasis is placed on the nature of career decisions individuals face throughout their lifetime, including skills assessment and career development. It examines the process of personal career choice and assists students in setting short-term and long term-career goals and creating a career action plan.

**III. Statement of Course Need**

**A.** The focus of the course is to support students as they navigate the career decision making process by investigating practical occupational choice and career development theories. This course will present students with the necessary tools to set career goals and develop strategies to succeed in the workplace.

**B.** This course has no lab component.

- C. This course may transfer as a free elective or similar course if offered.

#### **IV. Place of Course in College Curriculum**

- A. Free Elective
- B. This course does not meet a General Education requirement
- C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); for all other colleges and universities, go to the individual websites.

#### **V. Outline of Course Content**

Students will learn the following concepts, apply them directly to their college, work, and home life, evaluate that application, and report on their progress. The following topics include the kinds of issues that students will explore:

- A. Campus resources (Career Services)
- B. Career Exploration Resources
  - 1. Occupational Outlook Handbook and BLS.gov
- C. Self-Assessment
  - 1. Personality Assessments
  - 2. Skills Assessments
  - 3. Work Interest Assessments
  - 4. Value Assessments
  - 5. Leisure Interest Assessments
- D. Personal Development
- E. Contemporary Issues in the Workplace
- F. Holland's work and job types
- G. Job Preparation and Job Search Techniques
  - 1. Resume writing
  - 2. Interviewing skills
  - 3. Social media and networking
- H. Goal Setting

#### **VI. General Education and Course Learning Outcomes**

##### **A. General Education Learning Outcomes:**

**At the completion of the course, students will be able to:**

1. Employ technology and campus resources in the career planning process (GE – NJ 4)
2. Demonstrate communication skills through written assignments and group exercises (GE - NJ 1)
3. Describe the commonalities and differences in values and perspectives of diverse people. (GE – NJ 8)

## **B. Course Learning Outcomes:**

**At the completion of the course, students will be able to:**

1. Explain the Holland work families.
2. Create career goals through career assessment and exploration of work values
3. Create a short term and long term career goals

## **VII. Modes of Teaching and Learning**

- A. Lecture/discussion
- B. Small group work
- C. Computer assisted instruction
- D. Guest speakers
- E. Student oral presentations
- F. Portfolio

## **VIII. Papers, Examinations, and other Assessment Instruments**

- A. Career Assessment
- B. Career Journal
- C. Career Portfolio
- D. Reflection Papers

## **IX. Grade Determinants**

- A. Class participation and preparation
- B. Weekly journals
- C. Weekly assignments
- D. Oral presentations
- E. Quizzes

## **X. Texts and Materials**

- A. Textbooks
- B. Informational Interviews
- C. Web sources

### **Suggested text:**

Ducat, D. (2013) *Turning Points: Your Career Decision Making Guide*. Prentice Hall.

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

## **XI. Resources**

- A. FOCUS Career Planning Portfolio available via the Lion's Den and RVCC Website

## **XII. Honors Options - None**