

Prepared by the Department of Natural Science and Life Fitness

Date of Departmental Approval: May 3, 2006

Date approved by Curriculum and Programs: May 10, 2006

Effective: Fall 2006

1. **Course Number:** CXP021
Course Title: Career & Personal Exploration: Strategies for Success II
2. **Description:** Continuing with the themes begun in CXP020, Career and Personal Exploration: Strategies for Success I, this course expands upon the goal-setting and –achieving skills required for success in and outside the academic world. Students will research and refine career options, opportunities and requirements; develop short- and long-term plans; and take the initial steps toward bringing their short-term plans to fruition. Students will improve their computer literacy as well, with work in Microsoft Word, Outlook, Media Player and PowerPoint. This is an interdisciplinary course designed to give students a better understanding of themselves. Topics presented include re-assessment of personal skills and interests, value clarification, career planning and job search, and managing life-survival skills (such as money management and conflict resolution).
3. **Student Learning Outcomes (instructional objectives: intellectual skills):**
The “Career and Personal Exploration: Strategies for Success II” course will encourage students to:
 - demonstrate initiative, autonomy and responsibility as a learner
 - integrate values, skills and interests with personal goals
 - acquire decision-making and problem solving skills
 - demonstrate awareness of workplace expectations
 - explore career fields
 - practice job-hunting techniques
 - improve critical thinking skills
 - improve research skills
 - improve the life-management skills of money management and conflict resolution
 - form clear and coherent plans for post-graduation
 - choose healthy lifestyle choices
 - increase competency in personal, interpersonal, and group management skills
 - communicate appropriately and professionally
 - improve writing skills with projects revolving around relevant life skills
4. **Credits:** 3 non-degree credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisite:** CXP020
7. **Semester(s) Offered:** Varies
8. **Suggested General Guidelines for Evaluation:** A student’s degree of achievement is based upon his/her ability to demonstrate written, oral and technology skills by writing 2-3 research papers and 2-3 short opinion essays, the creation of an electronic autobiography presentation on Power Point, a weekly journal, class participation, and oral presentation of electronic autobiography at close of semester.
9. **General Topical Outline (Optional):**
College & Career Success Strategies and Pitfalls – What worked & what did not Fall semester
Goal Setting, Action Plans & Timeline
Check Register Project - life, time, money, and stress management skills
Integrity – What is it? Development & Application of Personal Interest Inventories
CCCC Instant Admissions – the College Application & Financial Aid Process
Oral Presentation Skills
Career & Job Hunting – written, oral & internet projects & in Computer Labs – Learning PowerPoint
Job Safety & Computer Labs – Learning PowerPoint

Goal Setting Revisited – Having a Plan A & B; Computer Labs – Learning PowerPoint
Healthy v. Unhealthy Relationships & Computer Labs – Learning PowerPoint
Practice Oral & Electronic Presentations
Reflection on a Year of Learning; Student DP Evaluations; Final Revisions/Submissions of Electronic
Autobiography for Presentations
Finals Week: Electronic Autobiography Oral Presentations