Course Description:

This course is intended to assist participants in the selection of careers which fit their interests, values, skills and personal goals. You will also learn techniques that are necessary for finding employment in today's market. Topics include self-awareness, occupational awareness, decision making, and job search strategies.

Course Objectives:

The participants will:
- Be able to identify and research two personally relevant career areas or more specific career choices.
- Be able to define the meaning of value and prioritize and discuss work and personal values.
- Identify at least five personal skills and abilities and use this information in evaluating career choices.
- Use at least two different career resources.
- Demonstrate knowledge of basic job hunting techniques and interviewing skills.
- Demonstrate the ability to write and type a resume.
- Devise a job search plan.

TEXT:


Additional Required Materials:

Knowledge of "How to attach homework assignments to assignment sheets in Blackboard" (to submit homework - Your name should be a part of the file name - including the assignment name, i.e., k paul-Creating an announcement with clipart-WD67-WD68) a jump (flash) drive or use of your U: drive (can be accessed from home) should be used to save all of your assignments.

Course Dates, Times & Location:

Tuesdays – 06/23/09 – 08/11/09 6:00 pm – 7:50 pm Room B313

Instructor:

Kris Paul  k paul@IVCC.edu
Cell Phone  (815) 252-7551
Home Phone  (815) 223-7555
Assignments:

Students are expected to complete all assignments in a timely manner. Students will type their name somewhere in the header or the footer along with the chapter or tutorial and other appropriate labeling to easily identify what it is. The instructor will notify each student of a due date for each assignment as the 8 week session progresses. Any work turned in late will be discounted.

Attendance:

We meet only once a week, so full attendance is expected. Each class session you miss constitutes a significant portion of total lecture class time. I understand emergencies with family and work do arise. However, if missing class becomes a habit, it will impact performance on assignments, tests and projects. **Full attendance is expected unless told otherwise.** You do receive points for attendance that could make an impact on your grade if you are between two grades at the end of the semester.

Attendance will be taken at the beginning of each class session. If you arrive late it is your responsibility to inform the instructor so the grade book can be changed. Students that miss a quiz or other in-class assessment (except an exam) due to an absence will not be allowed to make it up. Students that miss an exam will be allowed to make up the exam when prior arrangements are made. The instructor must be notified of your absences either by e-mail or telephone (voicemail if instructor is not available to take the phone call).

Withdrawals:

Should **you** decide to drop this course, please notify the instructor that you wish to be dropped; otherwise, you will receive a failing grade for the course.

Special Needs:

You may be eligible for academic accommodations if you have a physical, psychiatric, or cognitive disability. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy at 224-0284 or Judy Mika at 224-0350, or see your instructor.

Evaluation:

Assignments will be given with specific point values. There will be 3 quizzes and a final exam. The student will be notified of test dates and should be present for all tests. Makeup tests will only be given if the student notifies the instructor in advance of the absence, and a convenient time for both instructor and student can be arrived at for the makeup test to be taken.

The Grading Scale is as follows:

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<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
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<tr>
<td>80 - 89%</td>
<td>B</td>
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<tr>
<td>70 - 79%</td>
<td>C</td>
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<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>Under 60%</td>
<td>F</td>
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