

SYLLABUS



COURSE CODE: BUS 210
COURSE TITLE: Career Development
SEMESTER: Spring 2005
PLACE/TIME: Mon. & Thurs., 9:15-10:35, Rm 203
PROFESSOR: Bruce Sabin

bruce@webbercareers.com
<http://www.webbercareers.com>
<http://www.brucesabin.com>

TEXTBOOKS: Powell, Randall C. *Career Planning Strategies: Hire Me!*, (5th edition). Kendall/Hunt, 2004.

*Self-actualizing people are, without one single exception,
involved in a cause outside their own skin, in something outside of themselves.
They are devoted, working at something, something which is very precious to them—
some calling or vocation in the old sense, the priestly sense.*

~ Abraham Maslow

CATALOG DESCRIPTION:

The course will provide the framework for the career decision making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

COURSE OBJECTIVES:

Education, in general, should seek to achieve three primary goals. Education should lead students toward and provide resources for:

1. self-actualization, so that students become more developed individuals.
2. productive citizenship, so that students positively impact their communities.
3. critical thinking, so that students can make better life decisions.

This course is designed to achieve those goals within the framework of career development issues. After succeeding in this course, each student will be able to:

1. produce clear, measurable and practical personal and career goals.
2. identify some personal interests, skills and values, and relate those to his or her career goals.
3. express an understanding of the socioeconomic influences and their effects on career decisions.
4. describe and explore career paths and options.
5. employ techniques for job-search activities, such as developing resumes and interviewing skills.

Note: Course requirements are negotiable and subject to change.

GRADE DISTRIBUTION:

Resume	10%	Presentations	10%
Cover Letter	10%	Site Visit	15%
Final Project	20%	Book Review	10%
Participation	10%	Budget	5%
5 Quizzes	10%		

Check course website for your current grade status.

Course schedule (subject to change):

Jan.

- 10 Introductions
Review of syllabus
Read chapter 2
- 12 email address due, turnitin.com registration due (-1% each day late)
Self-assessment
-
- 17 No class on 17th in honor of MLK Day
Read chapters 3 and 20
- 20 book title due by 20th
Goal setting
-
- 24 Professional etiquette
Read chapters 10, 11 and 13
- 27 Professional etiquette
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- 31 Networking; Resumes, and cover letters
Read chapters 4 and 16
On the 1st, attend the Hilton Hotels Corporate Employment Presentation at
6:00 p.m. in the Conference Center. (2 points extra credit)

Feb.

- 3 Resumes, and cover letters
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- 7 Resumes, and cover letters
Read chapters 5, 6 and 8
- 10 Resumes, and cover letters
book review due on 10th; job shadow site/date/time due on 10th
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- 14 book presentations all week
Read chapters 9
- 17 book presentations all week
cover letter and resume due on 17th

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21 book presentations continued
Read chapters New Economy articles

24 The New Economy and the Business of You

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28 The New Economy and the Business of You
Read chapters 17, 18 and 19

March

3 Interviewing skills

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7 Interviewing skills
Read chapters 14 and 15

10 Interviewing skills
job shadow due on 10th

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14 Job searches
Read financial articles

17 Job searches

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21-25 Spring Break

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28 No class on the 28th

31 Budgets, taxes and benefits
Career Expo 2005 on April 1st

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April

4 Budgets, taxes and benefits
Read chapters 21 and 22

7 Budgets, taxes and benefits

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11 Group presentations
Budgets due on 11th

13 Group presentations

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18 No class on the 18th to allow Final Project research

21 Internet Project and Portfolio due on 22nd

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29 rehearsal

30 graduation