

Adult Education Class Outline
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1.1007 Employability and Life Skills

Date Posted:	9/11/2001
Title:	Career Exploration
Prepared For:	Sacramento City USD
Submitted by:	Sacramento City USD

Sacramento City Unified School District

ADULT EDUCATION COURSE OUTLINE

UPDATED: August 1997

II. COURSE TITLE: Career Exploration

Total Hours: 30

COURSE DESCRIPTION:

This course is designed to introduce students to the concepts, methods and strategies in choosing a career and setting employment goals. It provides, in addition, an opportunity for students to gain information in an organized manner that will assist them in researching employment opportunities in their chosen field.

III. MAJOR GOALS AND PURPOSES OF THE COURSE:

Students will receive instruction and experience in developing employment strategies that will lead to productive self-sufficiency.

IV. PERFORMANCE OBJECTIVES

Upon successful completion of the course, the student will be able to:

- A. Identify methods and strategies to develop an awareness of career exploration.
- B. Acquire the ability to set career goals.
- C. Acquire the ability to utilize interest inventories, personality inventories and ability measurement.

- D. Demonstrate the use of career information tools including the *Dictionary of Occupational Titles*, *Occupational Outlook Handbook*, labor market information and computer driven career software.
- E. Develop skills in networking, informational interviews and practice employer interviews.
- F. Demonstrate the ability to locate and contact potential employers.
- G. Acquire the skill of writing their resume and completion of master application
- H. Acquire the ability to complete required employer information (W-2, time-cards, wage receipts, employer insurance forms, etc.).

V. INSTRUCTIONAL STRATEGIES:

Curriculum will be presented to students through lecture, visual and audio aids, and experiential use of inventory instruments and labor market information. Sessions Will include class-wide discussion, industry employer presentations and participation in mock interviews.

VI. TIMES OF INSTRUCTION:

Units of Instruction	Approximate Hours
Completion and discussion of interest and personality inventories	6
Participation in <i>True Colors</i> workshop	4
Computer generated career development	2
Decision making and goal setting process	2
Use of labor market information tools	3
Use of job search information tools	4
Language and culture of the world of work	2
Resume and master application development	4
Networking techniques	3
Total	30

VII. EVALUATION:

Upon completion of each unit of instruction, the student must pass a written assessment examination with a minimum of 80% accuracy. Skills will be evaluated according to the standards set forth in the student performance based objectives of the course.

VIII. REPETITION:

Students unable to meet the evaluation criteria as stated above may petition to repeat the course or units of the course upon approval of the instructor, counselor and administration.

OUTREACH AND TECHNICAL ASSISTANCE NETWORK
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