

## 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

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<http://www.webbercareers.com>  
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**TEXTBOOKS:** Powell, Randall C. *Career Planning Strategies: Hire Me!*, (5<sup>th</sup> 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.

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 17<sup>th</sup> in honor of MLK Day  
**Read chapters 3 and 20**
- 20 book title due by 20<sup>th</sup>  
Goal setting
- 
- 24 Professional etiquette  
**Read chapters 10, 11 and 13**
- 27 Professional etiquette (Guest)
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- 31 Networking; Resumes, and cover letters  
**Read chapters 4 and 16**  
On the 1<sup>st</sup>, 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 (Guest)  
book review due on 10<sup>th</sup>; job shadow site/date/time due on 10<sup>th</sup>
- 
- 14 book presentations all week

Read chapters 9

- 17 book presentations all week  
cover letter and resume due on 17<sup>th</sup>  
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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 (Guest)  
job shadow due on 10<sup>th</sup>  
--  
14 Job searches  
Read financial articles  
  
17 Job searches  
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21-25 Spring Break  
--  
28 No class on the 28<sup>th</sup>  
  
31 Budgets, taxes and benefits  
**Career Expo 2005 on April 1<sup>st</sup>**  
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April  
4 Budgets, taxes and benefits  
Read chapters 21 and 22  
  
7 Budgets, taxes and benefits (Guest)  
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11 Group presentations  
Budgets due on 11<sup>th</sup>  
  
13 Group presentations  
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18 No class on the 18<sup>th</sup> to allow Final Project research

21 Internet Project and Portfolio due on 22<sup>nd</sup>

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29 rehearsal

30 graduation

### **CLASS SCHEDULE:**

Reading assignments are to be read before the following week.

*The schedule is subject to change.*

Jan.

10, 13

Introductions; Review of syllabus  
Book Review handout  
Job Shadowing handout  
Read chapter 2  
Self-assessment

17, 20

No class on the 6<sup>th</sup> due to Labor Day  
**Book title due on 9<sup>th</sup> or 10<sup>th</sup>**  
**e-Mail addresses due by 9<sup>th</sup> or 10<sup>th</sup>**  
Self assessment  
Goal setting  
Read chapters 3 and 4

24, 27

Professional etiquette  
Read chapters 5 and 6  
Guest speaker (etiquette) on 16<sup>th</sup> and 17<sup>th</sup>

Feb.

31, 3

Networking; Resumes, and cover letters  
Read chapters 8 and 9

7, 10

**Job Shadow date/location/person due on 30<sup>th</sup> or 1<sup>st</sup>**  
**Book Review due 30<sup>th</sup> or 1<sup>st</sup>**  
Resumes and cover letters  
Guest speaker (resume and cover letters) on 27<sup>th</sup> or 28<sup>th</sup>

	Read the New Economy articles
14, 17	The New Economy and the Business of You Read chapters 10, 11 and 13 <b>Resume and Cover Letter due on 7<sup>th</sup> or 8<sup>th</sup></b>
21, 24	<b>Book Review presentations all week</b> Read chapter 17, 18 and 19
March 28, 3	<b>Book Review presentations on 18<sup>th</sup> and 19<sup>th</sup></b> Interviewing skills Read chapter 14
7, 10	<b>Job Shadow due on 25<sup>th</sup> and 26<sup>th</sup></b> Guest speaker (interviewing skills) on 25 <sup>th</sup> and 26 <sup>th</sup> Read chapter 15
14, 17	No class on 4 <sup>th</sup> or 5 <sup>th</sup> due to required <b>CAREER DAY</b> on 5 <sup>th</sup> Budgets, taxes and benefits Budget handout Internet Project handout Read chapter 16
21, 24	<b>CAREER DAY report due on 11<sup>th</sup> or 12<sup>th</sup></b> Budgets, taxes and benefits Guest speaker (building good credit) on 11 <sup>th</sup> and 12 <sup>th</sup>
28, 31	<b>Budget due on 18<sup>th</sup> or 19<sup>th</sup></b> <b>Group Presentations on career fields</b>
April 4, 7	
11, 14	No class Internet Project research <b>Final Project due on 2<sup>nd</sup> or 3<sup>rd</sup></b>
18, 21	
23-27	Final Exams (No final for BUS 210)