

Career Development

CDEV 130 Required Text: *The Career Fitness Program: Exercising Your Options*

CDEV 130 assists the student in examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as these relate to the progress of career choice. Planning skills and a self-assessment instrument will help identify career options. Decision-making strategies, resume writing, interviewing skills, and job search techniques are covered.

Weeks 1 & 2

Chapters 1 & 2

Course Introduction	10 points
Personal Assessment	5-15 points
Chapters 1 & 2 Exercises	10 points
“Procrastination Activity”	10 points (required)

Week 3:

Chapter 3

Defining Core Values	5-15 points
Chapter 3 Exercises	10 points
Work Values Assessment	10 points
“Stress Management Activity”	

Weeks 4 & 5:

Chapter 4

Chapter 4 exercises	5-15 points
"Reality Check Activity" (CIS website)	10 points
Myers Briggs Personality Inventory	10 points
Strong interest Inventory Interpretation	10 points (required)

Weeks 6 & 7:

Chapter 5

Chapter 5 Exercises	5-15 points
Glogster Values Presentations	15 points
Assessing Your Skills Activities	5-10 points

Week 8:

Chapter 6

Chapter 6 Exercises, Gender roles	5-15 points
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Week 9:

Chapter 7

Chapter 7 Exercises	5-15 points
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Weeks 10 & 11:

Chapter 8

Chapter 8 Exercises:	5-15 points
Complete Career Research Project	25 points

Week 12:

Chapter 9

Chapter 9 Exercises	5-15 points
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Week 13:

Chapter 10

Chapter 10 Exercises:	
College Research Activity	24 points (8 pts/pg)

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Weeks 14 & 15:	Information Interview Presentations	20 points
	Resume Worksheet	10 points
	Resume	20 points
	Cover Letter	10 points
	Application	10 points

Week 16:	Chapter 11	
	“On-line Job Search Activity”	15 points (3 pts/job)
	Lesson: Job Interview Tips	

Important CDEV Websites:

www.whatsnextillinois.org

www.ilworkinfo.com

90-100% of course points	A
80-89% of course points	B
70-79% of course points	C
60-69% of course points	D
0-59% of course points	F

Attendance: Class absences seriously disrupt your progress in a course and diminish the quality of classroom interaction. There is also a close relationship between the number of absences and your final grade. Absent students are responsible for missed work and for preparing for the following class. Students who miss more than six (6) class sessions for a T/W/Th class may automatically fail the course. Excessive tardies will be counted together as absences.

Cell Phones: Please turn off cell phones before the beginning of the class. Calls and texting serve as a disruption for your instructor and other classmates.

Classroom Conduct: Please refer to the LCCC Student Code of Conduct for information about appropriate classroom behavior. Students causing educational distractions and/or disruptions will be warned and/or asked to leave the classroom. Students asked to leave the classroom will be marked absent.

Career Development

Contact Information:

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If you need an accommodation based on a disability, please inform me as soon as possible. An appointment will be arranged where we will discuss the course format, anticipate your needs, and explore potential accommodations. Contact Mary Hough, Special Learning Needs Counselor, for assistance in verifying the need for accommodations and accommodation strategies. If you have not previously contacted her, you can reach her at 468-4128 or 468-4121.