



Syllabus

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What You Should Already Know

There are no prerequisites for this course.

Learning Outcomes

Upon successfully completing this course, you should be able to do the following:

1. Discuss the issues that involve the world of work in the next 100 years.
2. Discuss what a career and a career path entail.
3. Develop a greater awareness of who you are: your interests, values, experiences, and how they relate to a career choice.
4. Apply decision-making skills to your career decision.
5. Locate and evaluate material, assessments, and relevant information about careers that interest you.

Course Materials

This course is self-contained so you do not need a separate book to complete the units. However, it will be helpful to you to locate a publication titled *Occupational Outlook Handbook*, which is published by the United States Department of Labor. You may find it in your local public library or on the Internet.

Assignments

This course is divided into six units. In many units, the discussion material contains activities that you are to complete. These activities are designed to enhance your learning by providing meaningful, hands-on exercises. Normally these assignments are not turned in for a grade; however, they are an essential part of getting the most out of this course. In addition, non-graded Self Check questions help you to prepare for the graded assignments and exam.

Unit Quizzes

Unit quizzes are included in all but Unit 5. These exercises are computer graded and are meant to help you apply the concepts in the units to case studies, vignettes, and multiple-choice questions. These assignments will help you to prepare for the final exam. Unlike the self check assessments, unit quiz scores do count toward your course grade.

Portfolio Assignments

Throughout the course you will be asked to complete portfolio assignments that accompany individual units. These assignments provide hands-on experiences concerning the subject matter found in the units and are critical for successful completion of the course. They will guide you through your individual career decision-making process and will help you develop skills that you will be able to use during your entire career. Some of the portfolio assignments will be submitted while others will not. You should complete and save each assignment as if all of them will be submitted for a grade. You will submit all of the required portfolio assignments together electronically after Unit 6.

NOTE: You must pass the portfolio assignment with at least a 60 percent score on it or the entire assignment must be redone and resubmitted. This assignment must be passed before you can take the final exam.

Exams

You will take the final exam after you have completed all units and submitted every assignment. This exam will cover material from the whole course and will contain multiple-choice, true/false, and matching questions in addition to case studies. If you complete each unit carefully and review often, you should not have anything to fear from the final exam.

Grading

Your grade will be determined by your scores on unit quizzes, Portfolio assignments, and the final exam. The following chart shows the individual percentage breakdown.

ASSIGNMENT	PERCENTAGE
Unit 1 Quiz	10%
Unit 2 Quiz	10%
Unit 3 Quiz	10%
Unit 4 Quiz	10%
Unit 6 Quiz	10%
Portfolio Submission	25%
Final Exam (Comprehensive)	25%

Grading Scale

Letter Grade	Percentage
A	100-94
A-	93-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
E (fail)	59 and below (failing)