Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Fall (Semester)	2008 (Year)
Title:	Career Planning Success *(limit to 50 characters including spaces)*	Course Number: GDN100
Initiator:	Jean Stirling, Program Coordinator	Date Submitted: 5/19/2008

Units Min:	1.50	*If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.*
Units Max:	3.00	

Lecture Hours:	1.50 to 3.00	Lab Hours:	0.00 to 0.00	Activity Hours:	0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

The 1.5-unit class covers outcomes #1-8; two and three unit covers #1-10 in greater depth.

1. Assess interests, values, abilities and personality type.
2. Describe life and work experiences.
3. Identify and inventory transferable work and life skills.
4. Use the computer and local resources to search for job information.
5. Conduct an information interview or job shadow.
6. Synthesize self-assessments and computer search results and translate into career options.
7. Demonstrate an awareness of life stages, career trends, and potential barriers.
8. Develop a long or short-range career plan, including objectives and strategies.
9. Compose a cover letter and resume.
10. Demonstrate interviewing techniques and job finding skills.

SIGNATURES / APPROVALS:

Instructor(s) _____ Signature _____ Date

Instructor(s) _____ Signature _____ Date