

Course Syllabus
TKT 8233 Career Planning and Occupational Decision-making

Catalog Description

Three hours lecture. The course examines workforce education, analyzes economic market trends and considers strategies for gathering occupational data for decision-making.

Conceptual Framework

The course examines the rationale for career choice and provides students with the theoretical framework to understand labor market trends and occupational decision-making. It is designed to provide students with the skill needed to conduct occupational surveys, and engage in job placement process.

Course Objectives

The students will do the following:

1. Explore the theoretical foundations of career development. INTASC #1; CFPO #6
2. Discuss the issues related to labor market, employment, trends and decline.
INTASC #7; CFPO #10
3. Discuss the impact of population growth and employment opportunities. INTASC #1; CFPO #3, 10
4. Identify sources of job placement. INTASC #1; CFPO #3, 10
5. Analyze the impact of technology on job demands. INTASC #7; CFPO #9, 10
6. Identify skills needed for various occupations. INTASC #5
7. Describe methods of job search and interview tips. INTASC #7; CFPO #3
8. Describe the problems and the barriers inherent in job placement. INTASC #4; CFPO #3
9. Explain the connectedness among education, work and leisure. INTASC #1; CFPO #1

10. Discuss job security and its implications for workers, industries and the economy.

CFPO #2

11. Discuss work behaviors that may hinder job performance. CFPO #2

12. Develop skill to analyze occupational data. CFPO #2

13. Discuss various entrepreneurship programs. CFPO #3

14. Discuss various ways of improving applicants' chances of getting and keeping a jobs. CFPO #3

Topics to be covered:

- I Career Development Theories (5 hours)
 - A. Self-understanding
 - B. Personal traits and occupational factors
 - C. Trade-off
 - D. Sociological factors
 - E. Situational factors
 - F. Personality factors
- II Occupational data (6 hours)
 - A. Sources of job information
 - B. Gathering information for better decision-making
 - C. Acquiring knowledge on the requirements of specific jobs
 - D. Developing rationale for choosing a career
 - E. Developing insight in the use of occupational data
 - F. Relationship among education, work and leisure
- III Assessing the effectiveness of sources of job placement (4 hours)
 - A. Personal contacts
 - B. Public libraries
 - C. Career centers
 - D. Network
 - E. Newspapers, magazines, flyers and posters
 - F. Standard occupational reference books
 - G. Guide for occupational explorations
 - H. Occupational information software
- IV Exploring various labor markets (6 hours)
 - A. Internal and external labor markets
 - B. Formal and informal labor markets
 - C. Primary and secondary labor markets

- D. Projecting employment opportunity through labor market
- E. Job growth and forecasts

V Nurturing Effective Work Behaviors (4 hours)

- A. Altruism
- B. Civic Virtue
- C. Conscientiousness
- D. Courtesy
- E. Sportsmanship
- F. Job placement skills
- G. Understanding job characteristics and values

VI Identification of Specific Jobs and their Requirements (4 hours)

- A. Job description
- B. Employability skills
- C. Working Conditions
- D. Earnings and diversity
- E. Employment prospects diversity

VII Problems and Barriers in Job Placement (4 hours)

- A. Low self-esteem
- B. Personal issues
- C. Lack of planning and proper career decision-making
- D. Lack of knowledge of techniques to conduct proper job search
- E. Lack of basic academic skills
- F. Recommendations to improve search and placement

VIII Gathering occupational data (4 hours)

- A. Defining occupational research
- B. Types of occupational research
- C. Advantages and disadvantages of occupational research
- D. Using occupational data to decision on the job

IX Entrepreneurship (4 hours)

- A. A survey of entrepreneurship programs
- B. Developing entrepreneurship program, issues to consider
- C. Employment opportunities

X Job Security (4 hours)

- A. Issues that affect job security
- B. Employers responsibilities
- C. Workers responsibilities
- D. The impact of job insecurity on workers, employers and the economy

Suggested Activities:

- Participate in class activities and discussion
- Compile information on job values and characteristics
- Provide in-depth information on job placement
- Write annotated bibliographies related to career planning
- Critically examine current literature on entrepreneurship program
- Write a research paper related to workforce and leadership

Methods of Teaching:

- Discussion INTASC #3; CFPO #7
- Question and answer INTASC #9
- Webct technology CFPO #10
- Internet research CFPO #9
- E-mail and telephone consultation
- Feedback and follow-up. INTASC #9

Evaluation of Students' Progress

	<u>Maximum Points</u>
• Research on job values and characteristics	100
• Annotated bibliographies	150
• Critical assessment of entrepreneurship programs	150
• Examination	150
• A 15-page paper on career/occupational related topic	150
Total Points	700 =====

Grading Scale:

<u>Grades</u>	<u>Points</u>	
A	630-700	
B	560-629	
C	490-559	
D	420-489	
F	419	0-

Texts

Gray, K.C. & Herr, E.L. (1998). *Workforce education*. Boston: Allyn and Bacon.

Thomas, S.J. (1999). *Designing surveys that work*. New York: Corwin Press Inc

Bibliography

Czerlinsky, T. & Chandler, S. (1999). *Vocational decision-making interview*. Washington DC: JIST Works Publishing Inc.

Jones, S. (1999). (ed). *Doing internet research critical issues and methods*. Thousand Oaks California: Sage Publications.

Hollway, W. (1991). *Work psychology and organizational behavior: Managing the individual at work*. Thousand Oaks, California: Sage Publications.

Miller, L. (1994). *Agric education research methods*. Columbus, Ohio: Ohio State University

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