

## **CAREER PLANNING & PLACEMENT (CPT)**

### **CPT 110. Career Research, Development And Portfolio Design. 3 Credits.**

This course is designed to introduce career planning as a lifelong process of incorporating an individual's multi-faceted roles within an ever-changing society. Issues of personal growth and development, work/family linkages, gender roles, diversity, empowerment, and transitions will be explored as a foundation for career development. Opportunities will be provided to explore and identify individual interests, attitudes, values, and skills. Students will investigate various occupational requirements and work environments with the purpose of formulating an integrated career/life plan. Participants will be assisted in developing the necessary skills to conduct a successful job search campaign. Topics to be addressed include focused and realistic career objectives, job market strategies, career networking, interviewing, resume writing, cover letters, and professional communication competencies. Students will complete their personal portfolios as well as a presentation portfolio. Prerequisites: ENG 098, FYE 101, RDG 098, or placement, or permission of division dean. Offered occasionally.