



COURSE PLAN

FIRST: BASIC INFORMATION

College

College : University College - Balqa Applied University

Department :

Course

Course Title : Building Construction and Maintenance Technology Career Development

Course Code : 020112172

Credit Hours : 1 (1 Theoretical, 0 Practical)

Prerequisite :

Instructor

Name :

Office No. :

Tel (Ext) :

E-mail :

Office Hours :

Class Times				

Text Book

Career Development & Planning: A Comprehensive Approach, 6th Edition
 by Robert C . Reardon, Janet G. Lenz, James P. Sampson, and Gary W. Peterson.
 Published by Kendall Hunt.

References

SECOND: PROFESSIONAL INFORMATION

COURSE DESCRIPTION

This course provides the student with an opportunity to learn and develop the necessary skills to engage in life and career planning. It can assist the student in many areas of career development, from choosing a major and deciding on occupations to learning about resumes, interviewing, and job search strategies. It is divided into **to** three units as career concepts and applications, social conditions affecting career development and implementing a strategic career plan.



COURSE OBJECTIVES

The objectives of this course are to enable the student to do the followings:

- Learn career concepts focusing on self-assessment, occupational exploration, and decision-making
- Learn social conditions affecting career development focusing on social, economic, family, and organizational changes affecting careers
- Implement a strategic career plan focusing on employability skills and strategies for implementing academic/career development plans

COURSE LEARNING OUTCOMES

On successful completion of this course, students are expected to be able to:

- CLO1. Explain career concepts and applications focusing on self-assessment, occupational exploration, and decision-making
- CLO2. Explain social conditions affecting career development focusing on social, economic, family, and organizational changes affecting careers
- CLO3. Develop a strategic career plan focusing on employability skills and strategies for implementing academic/career development plans

COURSE SYLLABUS

Week	Course Topic	Topic details	Related LO	Notes
1	Introduction to Career Planning	<ul style="list-style-type: none"> • History of career-past and present • Career theories 	CLO1	
2	Knowing about Myself	<ul style="list-style-type: none"> • Self-knowledge-values, interest, skills • Holland theory 	CLO1	
3	Knowing about My Options	<ul style="list-style-type: none"> • Connection to self-knowledge • Foundation of career decision making 	CLO1	
4	Career Decision Making	<ul style="list-style-type: none"> • Importance of good decision making • Improving decision making skills 	CLO1	
5	Thinking about My Career Decisions	<ul style="list-style-type: none"> • Negative thoughts about career decision • Metacognitive skills 	CLO1	
6	Careering in a Changing World	<ul style="list-style-type: none"> • New career metacognition • Strategic career thinking 	CLO2	
7	Working in the New Global Economy	<ul style="list-style-type: none"> • Change in work activity and production • Labor market trends and type of industry 	CLO2	
8	Midterm Presentation			
9	Organizational Culture and Effective Work	<ul style="list-style-type: none"> • Organizational culture • Career and workforce development 	CLO2	
10	Alternative Ways to Work	<ul style="list-style-type: none"> • Job creation • Contingent workforce 	CLO2	
11	Career and Family Roles	<ul style="list-style-type: none"> • Family issues at home & work • Strategies for managing work and family life 	CLO2	
12	Launching an Employment Campaign	<ul style="list-style-type: none"> • Nature of job campaign • Employment for college graduates 	CLO3	

Week	Course Topic	Topic details	Related LO	Notes
		<ul style="list-style-type: none"> Employers' view of job campaigns 		
13	Written Communications in Job Hunting	<ul style="list-style-type: none"> Letters in the job search process Resume writing 	CLO3	
14	Interpersonal Communications in Job Hunting	<ul style="list-style-type: none"> Social networking Job interviews 	CLO3	
15	The First Job and Early Career Moves	<ul style="list-style-type: none"> Getting a good start in the new job Career strategy for the first year Career planning to career management 	CLO3	
16	Final Presentation			

COURSE LEARNING RESOURCES

Teaching will be achieved using available resources including lectures, data show, and materials uploaded on the e-learning system.

ONLINE RESOURCES

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ASSESSMENT TOOLS

Assessment Tools	%
Projects	50%
Midterm presentation	20%
Final presentation	30%
Total Marks	100%

THIRD: COURSE RULES

ATTENDANCE RULES

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

**GRADING SYSTEM****Example:**

Grade	points
failed	0-49
passed	50-100

REMARKS

{ The instructor can add any comments and directives such as the attendance policy and topics related to ethics }

COURSE COORDINATOR**Course Coordinator:****Department Head:****Signature:****Signature:****Date:****Date:**