



## COURSE PLAN

### FIRST: BASIC INFORMATION

#### College

College : University College - Balqa Applied University

Department :

#### Course

Course Title : Welding and Plumbing Technolog  
Career Development

Course Code : 020209241

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 application 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"> <li>History of career-past and present</li> <li>Career theories</li> </ul>	CLO1	
2	Knowing about Myself	<ul style="list-style-type: none"> <li>Self-knowledge-values, interest, skills</li> <li>Holland theory</li> </ul>	CLO1	
3	Knowing about My Options	<ul style="list-style-type: none"> <li>Connection to self-knowledge</li> <li>Foundation of career decision making</li> </ul>	CLO1	
4	Career Decision Making	<ul style="list-style-type: none"> <li>Importance of good decision making</li> <li>Improving decision making skills</li> </ul>	CLO1	
5	Thinking about My Career Decisions	<ul style="list-style-type: none"> <li>Negative thoughts about career decision</li> <li>Metacognitive skills</li> </ul>	CLO1	
6	Careering in a Changing World	<ul style="list-style-type: none"> <li>New career metacognition</li> <li>Strategic career thinking</li> </ul>	CLO2	
7	Working in the New Global Economy	<ul style="list-style-type: none"> <li>Change in work activity and production</li> <li>Labor market trends and type of industry</li> </ul>	CLO2	
8	<b>Midterm Presentation</b>			
9	Organizational Culture and Effective Work	<ul style="list-style-type: none"> <li>Organizational culture</li> <li>Career and workforce development</li> </ul>	CLO2	
10	Alternative Ways to Work	<ul style="list-style-type: none"> <li>Job creation</li> <li>Contingent workforce</li> </ul>	CLO2	
11	Career and Family Roles	<ul style="list-style-type: none"> <li>Family issues at home &amp; work</li> <li>Strategies for managing work and family life</li> </ul>	CLO2	



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

### COURSE LEARNING RESOURCES

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

### ONLINE RESOURCES

### ASSESSMANT 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:**

Average	Maximum	Minimum
Excellent	100%	90%
Very Good	89%	80%
Good	79%	70%
Satisfactory	69%	60%
Weak	59%	50%
Failed	49%	35%

**REMARKS**

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

**COURSE COORDINATOR**

<p><b>Course Coordinator:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	<p><b>Department Head:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>
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