

Module Objectives and Associated CASVE Elements [denoted in brackets]

MODULES/Units /CASVE Step	Objectives	Activities
1. What's involved in making a career decision? [C]	<p>To dispel myths about career planning and decision-making</p> <p>To teach students the elements of career choice</p> <p>To teach students the steps to good decision-making</p> <p>To provide students practice using a simple decision-making tool</p>	<ol style="list-style-type: none"> 1. Handout and discuss <i>Five Myths about Career Planning and Decision-Making</i> 2. Introduce Elements of Career Choice, discuss and show PPT or slides 3. Introduce Steps in Good Decision-making, discuss and show PPT or slides 4. Prioritizing Grid: Choose Your Favorite Song
2. What do I need to know about myself? [A]	<p>To help students examine personality, interests, skills, and values</p> <p>To help students identify occupations that use their interests, skills, values and personality</p>	<ol style="list-style-type: none"> 1. Handout <i>Self-directed Search & Holland Types</i> 2. Introduce Holland typology, framed within the career development process 3. Play party game 4. Complete and interpret SDS at RCC 5. Complete Interest Profiler, Work Importance Locator and SKILLS in CIS 6. Link to CIS occupations
3. Where can I find the information I need and how do I use it? [A]	<p>To help students use career resources and info in RCC's career center related to education and career planning needs</p> <p>To help students identify program of study and occupational goals.</p>	<ol style="list-style-type: none"> 1. Complete Occupational Cluster and Occupation Research worksheet. 2. Use CIS and/or OLMIS and the OOH on-line to research career information.
4. How do I choose a major? [S]	<p>To help students relate job or occupation titles and career assessment results to majors or degree areas</p> <p>To help students see the relationship between the skills they are developing in a particular class and the skills required in various occupations</p> <p>To teach students prioritizing and decision-making</p>	<ol style="list-style-type: none"> 1. Demonstrate a systematic process for selecting a major 2. Identify majors that are consistent with interests, values, skills, and abilities 3. Share a range of Internet career resources to support major selection
5. What are the future forecasts for jobs that interest me? [A]	<p>To familiarize students with LMI associated with occupational forecasts and the distribution of jobs and workers in unique job areas</p>	<ol style="list-style-type: none"> 1. Handout Forecasting the Future 2. Study future trends impacting the workplace. 3. Identify LMI trends for jobs and workers in unique areas.

		4. Research outlook information for three occupations of interest.
6. How can I be sure to have the lifestyle I value within my career? [V]	To help students understand their career anchors To help students understand the need for balance between work and non-work life roles To help students establish leisure goals and understand the importance of these.	1. Complete <i>Determining Your Career Anchors</i> 2. Review Bolles' Three Boxes of Life concepts 3. Study "leisure" and evaluate one's leisure time expenditures 4. Establish leisure/lifestyle goals.
7. Where can I get some first-hand experience in an occupation of interest? [E]	To identify reasons to earn and resources for <i>earning</i> first-hand experience in fields of interest To teach students about RCC's various internship/skills training opportunities To teach students about cultivating experiential learning sites.	1. Identify reasons why to earn and resources for earning first-hand experience in fields of interest 2. Share RCC's various internship/skills training opportunities-staff present or PPT 3. Share good web sites for experiential learning.
8. I'm thinking of changing careers or majors. Where do I begin? [A]	To explore the issues involved in job and/or career change To identify the type of change(s) needed To help students initiate the change process systematically To help students identify their transferrable skills	1. Learn about career changers, good reasons to change careers, and suggestions for managing change. 2. Learn how negative thoughts that can prompt a change and stymie success 3. Practice the steps to make a successful change.
9. How do I conduct an effective job search? [E]	To teach students how to conduct a successful job search To teach students how to create winning resumes To teach students how to write various letters for job campaigns To teach students how to interview for jobs To teach students about RCC's various placement services	1. Practice successful job search techniques 2. Write winning resumes 3. Write effective cover letters for job campaigns 4. Practice interviewing for success 5. Learn about RCC's various placement services.