

## Career Preparation

<b>Course Title</b>	Career Preparation		
<b>Course Code</b>	BUS331	<b>Course Type</b>	Free Elective
<b>Credit</b>	2	<b>Contact Hours</b>	30
<b>Prerequisites</b>	None	<b>Co-Requisites</b>	None
<b>Duration</b>	15 weeks	<b>Class Type</b>	Lecture

SolBridge GACCS Objectives	%	Learning Objectives
1. Global Perspective	40	1. To get you started on a Career Plan that will direct you toward your "first job" and your "future career"
2. Asian Expertise	30	2. To provide skills that will help you in your job search
3. Creative Management Mind	5	3. To provide abilities and research sources you can use to narrow down your interests for a future career
4. Cross Cultural Communication	20	4. To encourage pursuing steps to understand yourself and the requirements of careers you are considering
5. Social Responsibility	5	5. To offer opportunities for feedback on resume's and interview skills

### Course Description

This course is designed primarily for junior or senior students to introduce the fundamentals of planning and organizing job search strategies. Emphasis is placed on identification of individual goals, exploration of career options, effective use of employment search tools (e.g., resumes, cover letters, interviewing, and networking).

### Learning and Teaching Structure

The methodology includes a mix of lectures, group exercises, role-plays, and discussions. This type of course requires students to take responsibility for their own learning. Students must be present and participate actively in the classroom

Assessment	%	Text and Materials
Attendance	20	There is no required textbook. Required readings will be posted on Moodle
Midterm Examination	30	
Elevator Pitch/Online Video Interviewing	10	
Career Plan (including skill analysis) and Industry Analysis Paper Resume/Cover Letter and Presentation	40	

### Course content by Week

1	Introduction and course overview
2	Find your calling in life including reviewing your background
3-4	Exploring career options/Set career goals, identifying your skills-Adaptive, Transferable and Job-related skills
5	MBTI and Implications for your career
6	Create "Me in 30 Seconds" Statements and make an Elevator Pitch
7	Networking, Building a network list, the seven rules of networking, Making powerful impressions and using powerful statements
8	Informational interview and Resume (Bring the 1st draft of your resume)
9-10	Cover Letter and Interview skills
11	Exam
12-13	Interview skills and Mock Interview
14-15	Final Presentation: Industry/Career/Company Analysis