

EDCO 004 Fall 2008 Career Life Planning Assignments

August 26, Tuesday

Introduction Lecture

Workbook Assignments Table of Contents, pg 153-154 Bibliography

August 28, Thursday

World of Work Lecture/ Career Theories

**Assign Autobiography see pg. 11 workbook due September 4.

Workbook pgs. 63 Career Inventories and pgs. 1-10.

Transfer pg 9 Why People Work Exercise 1 question 1 to pg 104 question 3 and pg 114 question 3.

Workbook pgs 41-42, transfer 10 skills to Work Sheet pg. 3 Self Management Skills.

September 2, Tuesday

Self-Esteem Lecture / Career Theories

** Assign College Catalog Research #1, 2, 3 due Sept 11. Fill catalog research on to pg.181 workbook.

Workbook pgs. 12-14 and 95 do in class.

September 4, Thursday

Cultural Awareness and Diversity Lecture

** Assign email DGBender@aol.com test email. In SUBJECT line write EDCO 004 and sign your first and last name to email.

Work on College Catalog. Fill catalog research on to pg.181 workbook.

Workbook pgs. 44-47 & 51. Transfer 10 skills to Work Sheet pg. 3 Functional Skills and page 51 in your workbook.

September 9, Tuesday** Autobiography due today

Nature vs Nurture Lecture

** Assign page 67-68 Occupations to Research Exercise 3

Work on College Catalog. Fill catalog research on to pg. 181 workbook.

Workbook pgs bottom of pg 49 & 50 Special Knowledge Skills. Transfer to Work Sheet pg. 3 Special Knowledge Skills.

September 11, Thursday ** (3) College Catalog Research (# 1, 2, 3) due today.

Life Style Choices

** Assign (3) more College Catalog Research (# 4, 5, 6) due Oct. 2 pg. 181.

** Assign Reading Material (1) Putnam, Robert D. (2000). *Bowling alone: The collapse and revival of American community*. Simon & Schuster: chapter 20, p. 326-335 (handout)

Workbook pg. 181 transfer 3 majors to Worksheet pg. 4.

Workbook pg. 70 Creative Occupations. Pick 7-10 occupations and transfer to pg. 67.

September 16, Tuesday

Stress Management Lecture

** Assign Career Center Tour Activity Assignment Sheet

Workbook pgs 127-129 Postgraduate School Websites and pg 87-88 Exercise 3 fill in hobbies, interests, & transfer skills from pgs 42 & 47. Fill in page 2 hobbies on

Worksheet in class.

September 18, Thursday

Meet at Career Center Modular Bldg F today for class. Pick up Career Center Tour Activity Assignment Sheet due September 23.

September 23, Tuesday Career Center Tour Activity Assignment Sheet due**
Stress Management Lecture Continued

** Assign reading materials (2) Cuseo, J.B., Fecas, V.S. & Thompson, A. (2007).

Thriving in college and beyond: Research-based strategies for academic success and personal development. Dubuque1A: Kendall/ Hunt Publishing Company: chapter 4, p.106 -111 (handout)

Workbook pgs. 52-57. Transfer pg. 56 Summary to pg. 64 Section 1, Skills Assessment Exercise 2.

September 25, Thursday ** Strong Interest & Myers Briggs Inventories due today
Assertiveness Lecture

Bring Self Directed Search Occupational Finder Booklet to class today

** Assign reading materials (3) U.S. Department of Health and Human Services. (1996). A Report of the Surgeon General: Physical activity and health. Retrieved March 1, 2007, from the National Center for Chronic Disease Prevention and Health Promotion Web site: <http://www.cdc.gov/nccdphp/sgr/ataglan.htm>

**Assign (3) Department Interviews (#1, 2, 3) due Oct. 21 pgs. 157-162.

Workbook pgs 15-20, 93 & 94 & pg 60 The Galaxy Exercise 1. Transfer to pg. 64 in workbook, Section 1 Galaxy Exercise.

September 30, Tuesday ** Self Directed Search Inventory completed due today pgs 3-10.

Assertiveness Lecture Continued

** Assign (3) Occupational Outlook Computer Printouts #1, 2, 3 due Oct 16.

Choose occupations from pgs. 67-68 to research.

Workbook pgs. 21-24 & 92.

Fill in occupations from Occupational Finder Booklet to pg 67 in workbook.

October 2, Thursday ** (3) more College Catalog Research due today (#4, 5, 6)
Values/Needs and Wants Lecture

**Assign (3) more College Catalog Research (#7, 8, 9) due Oct. 9 pg. 181.

Workbook pgs. 25-30 & 38

October 7, Tuesday

Values Lecture Continued

Workbook pg. 31-34. On pgs 33 & 34 only complete "If I major in ".

October 9, Thursday ** (3) more College Catalog Research due today (# 7, 8, 9)
Skills and Abilities Lecture Continued

**Assign (3) more College Catalog Research (#10, 11, 12) due Oct. 23.

Workbook pgs. 39-40,

43, 47-49 Data, People, Things Exercise 3 transfer to pg. 2 of your Worksheet.

Transfer pg 49 Question 1 answers to pg 105 Questions 8 & 9 & pg 115 Questions 8 & 9.

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October 14, Tuesday

Skills and Abilities Lecture Continued

****Assign pgs 151-154 Scholarships and Financial Aid Websites**

Workbook pgs. 64-66. Transfer pg. 64 Career Summary Code Combinations Section 4 to Worksheet pg. 2 & to pg 106 Question 14 and pg 116 Question 14.

October 16, Thursday Occupational Outlook Handbook Computer Printouts due today #1, 2, 3.**

Midterm Review & Career Personality Lecture

****Assign (3) more Occupational Outlook Handbook computer printouts due Nov. 11 (#4, 5, 6).** See pg 67 workbook for occupations to research.

**** Assign (3) more Department Interviews #4, 5, 6 due Nov. 4 pgs. 163-168.**

Workbook pgs. review pgs. 64-66 for Midterm & 34 & 35 only complete "If I minor in ".

October 21, TuesdayMidterm in class, (3) Department Interviews due today #1, 2, 3 pgs. 157-162 and Worksheet and Portfolio Review.**

October 23, Thursday ** (3) more College Catalog Research due today (#10, 11, 12)

Career Personality Lecture

****Assign (3) more College Catalog Research (#13, 14, 15) due Oct. 30.**

Workbook pgs 59, 61-63, 68 & 69-70

Fill in occupations from Occupational Finder Booklet to pg 67 in workbook.

October 28, Tuesday

Career Personality Lecture Continued

Workbook pgs 71, 35 & 36 only complete "If I get a credential or post-graduate degree in".

Strong Interest Inventory Interpretation

Workbook pgs. 89-90

Fill in occupations from Occupational Finder Booklet to pg 67 in workbook.

October 30, Thursday ** (3) more College Catalog Research due today (#13, 14, 15)

Goal Setting/ Time Management Lecture

Workbook pgs. 75-81

November 4, Tuesday ** (3) more Department Interviews due today (#4, 5, 6) pgs. 163-168.

Ideal Careers/ Job Brainstorm

**** Assign (3) more Department Interviews #7, 8, 9 - due Nov. 18 pgs 169-174 and**

**** Assign (3) more Department Interviews #10, 11, 12 - due Nov. 25 pgs 175-180.**

****Assign pg 91 due Nov 11. Do NOT due Monthly Expense Worksheet 1st & 2nd draft.**

Workbook pgs 83-88 and top of pg 89.

November 6, Thursday - No Formal Class. Finish Department Interviews #7-12.

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November 11, Tuesday ** (3) more Occupational Outlook Handbook Computer Printouts due today #4, 5, 6.

Career Finance

****Assign (3) more Occupational Outlook Handbook computer printouts due Dec. 4. (#7, 8, 9).** See pg 67 in your workbook for occupations to research.

Workbook pg 91

November 13, Thursday

Decision Making Lecture

Workbook pgs. 99-103, 104-106 for your major and 114-117 for your minor.

pgs 36 & 37 complete "If my occupation is" and "The occupation that utilizes most of my work values is".

November 18, Tuesday ** (3) more Department Interviews due today. Do interviews for your minor. (#7, 8, 9)

Decision Making Lecture continued

Workbook pgs. 107-111 for your major and 118-122 for your minor.

November 20, Thursday

Decision Making Lecture / Resume Writing

Workbook pgs 112-113 for your major and 123-124 for your minor & pgs 131-135.

November 25, Tuesday ** (3) more Department Interviews due today. Do interviews for your minor. (#10, 11, 12)

Resume Writing Lecture continued / Job Hunting & Interview Techniques

Workbook pgs 136-139.

November 27, Thursday THANKSGIVING NO FORMAL CLASS

December 2, Tuesday

Cultural Diversity in Workplace / Job Hunting

Workbook pgs 141-147 & 96 & 97. Do NOT do pg 97.

December 4, Thursday ** (3) more Occupational Outlook Handbook Computer Printouts due today (#7, 8, 9)

Final Review / Job Hunting a& Interview Techniques Lecture

Job Hunting & Interview Techniques Lecture

Workbook pgs review pgs 104-113 for your major, 114-124 for your minor.

pgs 147-150.

December 9, Tuesday

Final, workbook due today and last day to hand in late papers