

CENTER FOR INNOVATIVE TECHNOLOGIES  
MASTER COURSE DOCUMENT

### CIT 190 Career Preparation: Engineering and Information Technologies

**Course Description:** A course on career planning and exploration for students in Engineering Technologies and Information Technologies fields. Topics include: self assessment, career research, resume development, interview skills, job search strategies, and cooperative education policies and procedures.

**Prerequisites(s):** ENG 085 and MAT 120 or appropriate placement test scores

**Corequisite(s):** No corequisite

Lecture Hours: 1	Lab Hours: 0	Credit Hours: 1
Lab Fee: 0	Supplemental Fee: 0	Purpose:
<input type="checkbox"/> Transfer Assurance Guide Course (TAG)	<input type="checkbox"/> Transfer Module Course (TM)	
Course Format: Lec	Grading: A/B/C/D/F/I	
Delivery Method: <input type="checkbox"/> Web	<input type="checkbox"/> Hybrid	x Classroom ALL
Semesters Offered: x Fall	x Spring	x Summer ALL

#### Course Primary Text:

Title: Career Achievement: Growing Your Goals	Edition: 2 <sup>nd</sup>
Author(s): Karine B. Blackett, Ed.	
Publisher: McGraw-Hill	

#### Course Outcomes:

1	Students will recognize the important relationship between self-knowledge and career planning and exploration.
2	Students will identify interests, skills and personal and work values.
3	Students will develop a resume, interview skills and job hunting strategies.
4	Students will understand Cooperative Education requirements.
5	Students will enhance networking skills by conducting an informational interview.
6	Students will uncover information about the changing nature and structure of work.

#### Course Topics:

Week 1	Intro and Goal Setting
Week 2	Skills, Interests and Career Assets
Week 3	Resume Development
Week 4	Resume Workshop and Peer Review
Week 5	Preparing for Interviews

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Week 6	Mock Interviews
Week 7	Final Presentations

**Methods of Evaluation/Assessment**

Self Assessment – Personal Inventory
Informational Interview
Resume Writing
Presentation
Mock Interview

Course Keeper: Noelle Grome

Date Completed: April 15, 2019