

CENTER FOR INNOVATIVE TECHNOLOGIES  
MASTER COURSE DOCUMENT

## CPDM 190 Career Preparation: Engineering and Information Technologies

**Course Description:** A short course on career development for students in the Computer Programming & Database Management field with a focus on preparing for cooperative education. Topics include: self assessment, career research, resume development, interview skills, professional conduct, and cooperative education policies and procedures.

**Prerequisites(s):** IT 101, IT 111 (minimum grade of C for all)      **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 checked="" type="checkbox"/> Web	<input type="checkbox"/> Hybrid	<input checked="" type="checkbox"/> Classroom ALL
Semesters Offered: <input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer ALL

### Course Primary Text:

No Textbook Required	Edition:
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### Supplemental Materials:

Departmental Presentations and online resources
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### Course Outcomes: Students will

1	Understand the co-op process in the CIT division.
2	Develop and provide an effective resume for co-op referral.
3	Know how to prepare for professional interviews and anticipate questions/answers.
4	Have met with the co-op coordinator and have a co-op completion plan underway.
5	Be aware of what CPDM employers are looking for.
6	Be familiar with workplace topics such as: professional dress, etiquette and ethics.

### Course Topics:

Week 1	Career research and self assessment
Week 2	The co-op program requirements, process and policies
Week 3	Resume Development
Week 4	Resume Workshop and Peer Review
Week 5	Assessing understanding of Co-op, including Placepro

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Week 6	Interviewing
Week 7	Final resume
Week 8	Interviewing
Week 9	Workplace conduct

**Methods of Evaluation/Assessment**

Self Assessment – Personal Inventory
Quiz on Co-op / Quiz on Professionalism
Resume Writing
Resume critiquing
PlacePro profile
Interview discussion board

Course Keeper: Bob Nields

Date Completed: 4/1/2019