

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	EST 1936
COURSE TITLE:	Technical Career Exploration
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	2.0
CONTACT HOURS/WEEK:	2
CONTACT HOUR BREAKDOWN:	
Lecture Discussion:	2
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	2.0
STANDARDIZED CLASS SIZE ALLOCATION:	24
COURSE DESCRIPTION:	
<p>This course introduces the student to an identified career field. Students will have the opportunity to explore various aspects of the identified area such as: specific jobs available in the career field, skills required, education required, experience required, approximate salaries, etc. Students will also participate in laboratory experiences designed to enhance their learning, stimulate interest, and expose them to the actual work environment.</p>	
SUGGESTED TEXT(S):	N/A
IMPLEMENTATION DATE:	Spring Term, (20072)
REVIEW OR MODIFICATION DATE:	

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Exploration of Career Field A. Specific job opportunities B. Skills requirements C. Education requirements D. Experience requirements	5
II. Introduction to Career Field Content and Competencies	10
III. Laboratory Projects	15

PROGRAM TITLE: Industrial Management Technology

COURSE TITLE: Technical Career Exploration

CIP NUMBER: 0606.200101

LIST PERFORMANCE STANDARDS ADDRESSED:

NUMBER(S):	TITLES(S):
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05.0 DEMONSTRATE PROFICIENCY IN CUSTOMER SITE REQUIREMENTS AND CONSIDERATIONS -- The student will be able to:

- 05.01 Apply effective customer relations
- 05.02 Calculate and determine environmental requirements

06.0 DEMONSTRATE PROFICIENCY IN CUSTOMER RELATIONS -- The student will be able to:

- 06.01 Describe effective listening techniques
- 06.02 Describe techniques for instilling customer confidence
- 06.03 Describe techniques for keeping the customer informed
- 06.04 Demonstrate proper follow-up techniques

12.0 DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS -- The student will be able to:

- 12.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.
- 12.02 Read and understand graphs, charts, diagrams, and tables commonly used in this industry/occupation area.
- 12.03 Read and follow written and oral instructions.
- 12.04 Answer and ask questions coherently and concisely.
- 12.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
- 12.06 Demonstrate appropriate telephone/communication skills.

14.0 DEMONSTRATE APPROPRIATE UNDERSTANDING OF BASIC SCIENCE--The student will be able to:

- 14.02 Draw conclusions or make inferences from data.

LIST PERFORMANCE STANDARDS ADDRESSED: (continued)

NUMBER(S):

TITLES(S):

15.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

15.01 Conduct a job search.

15.02 Secure information about a job.

15.03 Identify documents which may be required when applying for a job interview.

15.04 Complete a job application form correctly.

15.05 Demonstrate competence in job interview techniques.

15.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.

15.07 Identify acceptable work habits.

15.08 Demonstrate knowledge of how to make appropriate job changes.

15.09 Demonstrate acceptable employee health habits.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: EST 1936	SEMESTER CREDIT HOURS: <u>2.0</u>
COURSE TITLE: <u>Technical Career Exploration</u>	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input checked="" type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communication	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	The student will be able to effectively understand the careers available in the workforce area	written and hands-on assessments
•	The student will be able to effectively research career opportunities in the workforce area.	written and hands-on assessments
•	The student will be able to effectively research job opportunities in the workforce area.	written and hands-on assessments
•	The student will be able to effectively understand the course material in a specific workforce program	written and hands-on assessments
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Section 6

Name of Person Completing This Form: Ernie Friend