

# CAREER PLANNING (CAPC)

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## **CAPC 1710 Career Planning**

### **1.0 credit hours**

15.0 Classroom Hours = 15.0 Lecture Hours

This class assists the student in examining the components of career planning. Planning skills and self-assessment instruments will help identify tentative career options. Decision-making strategies, resume writing, interviewing skills, and job search techniques will be reviewed.

## **CAPC 1720 Career Assessment/Planning II**

### **2.0 credit hours**

30.0 Classroom Hours = 30.0 Lecture Hours

This class will assist the student in examining, identifying, and acknowledging their personal skills, aptitudes, and abilities they possess and will help them identify career options. Students will be given various assessments to include interest, aptitude and ability indications to help them with career decisions. Students will also develop decision-making strategies, design a resume, practice interviewing skills, and identify job search techniques.