

## Developing Career Programs, Services, or Courses

### Course Outline

#### Course Developer(s)

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#### Course Format

Two weeks, 10 hours per week

#### Course Prerequisites

Current and/or past experience as a career and employment practitioner and/or in a related field.

#### Course Description

Participants will learn how to integrate required components to develop successful career programs, services, or courses to achieve desired outcomes. Focus will be on identifying the client group and specific needs of that group, formulating course/program purpose, and building a comprehensive outline.

#### Course Objectives

##### General:

Upon successful completion of this course, participants will have enhanced their knowledge of program development and gained greater skills in identifying and creating program components that meet the clients'/funders' needs.

##### Learning Objectives:

Upon successful completion of this course, students will be able to:

- Identify career needs of diverse client groups
- Analyze existing community programs to identify unmet needs
- Customize career program/course to meet identified client needs

#### Required Texts / Supplies

None

#### Additional Readings

Throughout the course, relevant readings will be posted on our website. Plan to spend a minimum of 2-3 hours per week on the readings.

## Course Completion Requirements

Students must achieve an overall grade of at least 80% to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

Participation	25%
Tip Sheet	20%
Conducting a Needs Analysis	25%
Program Outline	30%

## Online Instruction Overview

This online course will be conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., students post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using online message/conferencing applications (e.g., Skype, GoToMeeting).

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students’ active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) enriches learning and is required for successful course completion.

## Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 20 hours.

Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

## Accommodation

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.