



JOB EXPLORATION COUNSELING (122X) SYLLABUS

Course Title:

Job Exploration Counseling

Duration:

Eight units per participant, totaling four hours, delivered in 30-minute sessions

Instructor:

TBD

Course Overview

The **Job Exploration Counseling (122X)** program provides **comprehensive career guidance** to help individuals explore their professional interests, identify suitable career paths, and develop **workforce readiness skills**. This participant-centered program focuses on **career exploration, industry research, job search strategies, and professional development** to ensure participants gain the knowledge and confidence needed to pursue meaningful employment.

The program incorporates **interactive exercises, labor market insights, and accessibility training** to help participants align their **skills, interests, and strengths** with in-demand job opportunities.

Course Objectives

By the end of this program, participants will be able to:

- Assess their **strengths, skills, and career interests**
 - Explore **various industries, occupations, and career pathways**
 - Understand **job market trends, education requirements, and earning potential**
 - Develop **effective job search strategies** using online and in-person tools
 - Build **resume writing, interview preparation, and professional communication skills**
 - Identify **workplace accommodations and self-advocacy strategies**
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Session Breakdown

Session One: Career Interest & Skills Assessment

Duration: One unit, 30 minutes

Topics Covered:

- Introduction to **job exploration and career decision-making**
- Self-assessment of **interests, skills, and work values**
- Identifying **personal strengths and areas for development**
- Overview of **career planning tools and vocational assessments**

Outcome:

- Completed **career interest and skills assessment**
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Session Two: Career Pathways & Industry Research

Duration: Two units, one hour

Topics Covered:

- Overview of **career clusters, high-growth industries, and in-demand jobs**
- Comparing **degree, vocational, and certification-based career paths**
- Understanding **job duties, salary expectations, and work environments**
- Exploring **non-traditional employment options, including self-employment and remote work**

Outcome:

- Personalized **career exploration report** with a list of potential careers
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Session Three: Job Search Strategies & Labor Market Trends

Duration: One unit, 30 minutes

Topics Covered:

- Using **online job search engines, company websites, and professional networks**
- Understanding **labor market trends and employer hiring needs**
- Developing **effective job search strategies and application tracking methods**
- Researching **internships, apprenticeships, and volunteer opportunities**

Outcome:

- Individualized **job search plan** with tailored strategies
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Session Four: Resume Development & Application Preparation

Duration: One unit, 30 minutes

Topics Covered:

- Essentials of **resume writing, formatting, and content development**
- How to **highlight transferable skills and relevant experience**
- Customizing resumes and cover letters for **specific industries and job roles**
- Online job applications and **LinkedIn profile optimization**

Outcome:

- Completed **resume draft and cover letter template**
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Session Five: Interview Skills & Professional Communication

Duration: One unit, 30 minutes

Topics Covered:

- Understanding **common interview formats and employer expectations**
- Practicing **behavioral interview techniques and responses**
- Strategies for **effective workplace communication and networking**
- How to prepare for **virtual and in-person job interviews**

Outcome:

- Completed **mock interview exercise** with feedback
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Session Six: Workplace Readiness & Accommodations

Duration: Two units, one hour

Topics Covered:

- Understanding **workplace expectations, professionalism, and employer policies**
- Learning about **diversity, inclusion, and self-advocacy in the workplace**
- Identifying **reasonable accommodations under the ADA**
- Strategies for **navigating workplace challenges and advocating for accessibility needs**

Outcome:

- Individualized **workplace readiness plan**
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Materials Needed

- Notebook and pen for notes and goal tracking
 - Access to online job boards, labor market data, and career exploration tools
 - Resume templates and sample interview questions
 - Vocational assessment resources
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Assessment and Success Metrics

Participants will be evaluated based on:

- Completion of a **career interest and skills assessment**
 - Demonstrated understanding of **career pathways and job search strategies**
 - Development of a **professional resume and interview preparation skills**
 - Identification of **self-advocacy strategies and workplace accommodations**
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Follow-Up and Ongoing Support

- Ongoing **career coaching and job search assistance**
- Access to **mentorship, job placement services, and networking opportunities**
- Continued **resume updates, mock interviews, and employment counseling**