2026-27 Christendom College EFL 4-Year Career Course Outline

CCOL 101: 14 hours of in-class instruction

Freshman Year: 7 hours of class – 70 pts

1) **Intro to Career Development/EFL (1.25 hours)**
    - Complete an informational form [5pts]
    - Complete online Learning Course: Career Planning [5pts]
2) **Personalities, Temperaments, Working with Others (1.25 hours)**
    - Personality research project [10pts]
    - Watch "Surrounded by Idiots" Book Summary [5pts]
3) **Career Exploration (1.25 hours)**
    - Job Research Assignment [10pts]
    - Complete online Learning Course: Career Exploration [5pts]
4) **Building your Resume on Campus (1.25 hours)**
    - Resources Project: Alumni Mentors, On-Campus Jobs [10pts]
5) **Attend <u>two</u> Life on Taps over the course of the year (2 hours)** [20pts]

Sophomore Year: 7 hours of class – 70 pts

1) **Professionalism for a Lifetime (1.25 hours)**
    - Complete online Learning Course: Business Communication [5pts]
2) **Resume and Cover Letter Writing (1.25 hours)**
    - Write a resume [10pts]
    - Submit resume reflection [5 pts]
3) **Summer Jobs and Internships (1.25 hours)**
    - Search for internship, write cover letter, and send in application [10pts]
    - Meet with Mrs. Stephens [5pts]
4) **Networking/Using LinkedIn (1.25 hours)**
    - Create LinkedIn Profile [10pts]
    - Complete online Learning course: Networking [5pts]
5) **Attend <u>two</u> Life on Tap over the course of the year (2 hours)** [20pts]

CCOL 301: 12.5 hours of in-class instruction

Junior Year: (*<u>either fall or spring semester – one semester only</u>*) 6 hours of class

1) **Preparation for Post-Graduation Success (1.25 hours)**
    - Meet with visiting employer/grad school/religious to learn more [10pts]
2) **The Basics of Financial Literacy (1.25 hours)**
    - Investigate credit score or apply for credit card [10pts]
3) **Attend <u>two</u> Life on Taps over the course of the year (2 hours)** [20pts]
4) **Watch 4 Professional Development book summaries from designated list (1 hour)** [10pts]

Senior Year: 7 hours of class

1) **Understanding Job Search Process; Applying for a Job (1.25 hours)**
    - Update resume, write cover letter, and do Copilot assessment activity [20pts]
2) **Interviewing to Success (1.25 hours)**
    - Answer five of the Top 10 Interview Questions [10pts]
3) **Understanding the Job Offer Process; Salary Negotiation (1.25 hours)**
    - Write 4 job-related emails: acceptance, rejection, negotiation, and quitting [10pts]
    - Meet with Career Development Office to discuss future plans [10pts]
4) **Life Beyond Christendom (1.25 hours)**
5) **Attend <u>two</u> Life on Taps over the course of the year (2 hours)** [20pts]