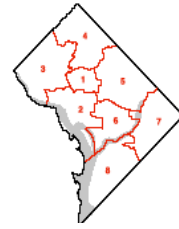




COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF THE DISTRICT OF COLUMBIA

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District of Columbia

COMMUNITY RESOURCES & ECONOMIC DEVELOPMENT

Instructor: Gordon A. White, Extension Specialist
Community Resources and Economic Development and Head, Center for
Cooperatives

Course Title: **Advancing Your Career through Employment and Business Development**

Course Objectives: Listed below are the following objectives:

- Getting a Social Security Card and Other Personal Documents
- Studying Job Markets and Trends
- Developing Employment Goals, Strategies and Objectives
- Learning to use the Dictionary of Occupational Titles and Occupational Outlook Handbook
- Conducting a Job Search
- Assisting in the Application and Interview Process
- Understanding the Concepts of Entrepreneurship, the Business Environment, the Business Plan, the Tools of the Trade and Networking

Methodology: This course will use lectures, group participation and individual assignments.

Text: The course will use handouts and worksheets from a number of sources
Including the following:

- “How to Get a Job and Keep It” by Dorothy Y. Goble
- “How to Succeed in Business by Breaking all the Rules by Dan Kennedy

Evaluation: A participant and program evaluation will be built into the training design. Student will receive a pre and post quiz and a program evaluation form that will be used by both students and program administrator.

In cooperation with the U.S. Department of Agriculture and District of Columbia Government, Cooperative Extension Service and Agricultural Experiment Station programs and employment opportunities are available to all people regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.
