

AL MUHIBBAH OPEN UNIVERSITY (AOU), ABUJA

Career Services Courses

Developed by

The CSD OF AOU, Abuja

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INTRODUCTION

The Career Services Integration Policy at AOU aims to equip students with the skills, knowledge, and experiences necessary for successful careers in the 21st-century job market. This document outlines a comprehensive set of career service courses designed for students from their first year through to post-graduation engagement, ensuring continuous career development and readiness.

Level	Course	Description	L/Outcome	Topics Covered
Level 1 Foundation Year	Career Exploration and Self-Assessment	This introductory course is designed to help first-year students explore various career options, understand their strengths and interests, and begin developing a career plan.	<ul style="list-style-type: none"> -Identify personal strengths, interests, and values. -Explore different career paths and industries. - Develop an initial career plan and set short-term goals. - Understand the importance of soft skills and basic professional behavior. 	Self-assessment tools and techniques. <ul style="list-style-type: none"> - Introduction to career options and industries. - Goal setting and career planning basics. - Soft skills development (e.g., communication, teamwork, time management).
Level 2 Development Year	Building Professional Skills	This course focuses on developing key professional skills that are essential for workplace success. It prepares students for internships and part-time jobs related to their field of study.	<ul style="list-style-type: none"> - Develop effective resume and cover letter writing skills. - Understand job search strategies and application processes. - Practice interview skills and techniques. - Build a professional online presence (e.g., LinkedIn profile). 	<ul style="list-style-type: none"> - Resume and cover letter writing workshops. - Job search strategies and networking. - Interview preparation and mock interviews. - Professional online branding and social media etiquette.
Level 3 Pre-Professional Year	Experiential Learning and Internship Preparation	This course is designed to prepare students for internships and experiential learning opportunities, providing hands-on experience in their chosen field.	<ul style="list-style-type: none"> - Gain practical experience through internships or co-op programs. - Apply academic knowledge in a professional setting. - Develop industry-specific skills and competencies. - Reflect on and evaluate internship experiences. 	<ul style="list-style-type: none"> - Internship search and application process. - Professional behavior and workplace etiquette. - Industry-specific skills and tools. - Reflection and evaluation of experiential learning.
Level 4 Professional Year	Career Transition and Job Search	This course helps final-year students transition from academic life to the professional world, focusing on advanced job search strategies and career planning.	<ul style="list-style-type: none"> - Master advanced job search techniques and strategies. - Prepare for and navigate the job interview process. - Understand salary negotiation and employment contracts. - Develop a long-term career development plan. 	<ul style="list-style-type: none"> - Advanced job search strategies and networking. - Job interviews and follow-up techniques. - Salary negotiation and understanding employment contracts. - Long-term career planning and professional development.

Post-Graduation Engagement	Continuous Career Development and Alumni Engagement	This course aims to support recent graduates in their early career stages, providing resources for continuous professional growth and opportunities for alumni engagement.	<ul style="list-style-type: none"> - Develop strategies for ongoing career development and professional growth. - Build and maintain a professional network. - Engage with AOU alumni for mentorship and networking. - Access resources for continuous learning and skill enhancement. 	<ul style="list-style-type: none"> - Continuous professional development strategies. - Networking and relationship building. - Alumni mentorship programs. - Resources for lifelong learning and career advancement.
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COURSE DESCRIPTIONS AND OUTCOMES

Each course will include detailed descriptions and specific learning outcomes tailored to the students' level of study. The courses will be integrated into the academic curriculum and aligned with the Core Curriculum Minimum Academic Standards (CCMAS) to ensure comprehensive career readiness.

IMPLEMENTATION AND EVALUATION

Implementation Plan:

1. Collaborate with faculty and industry experts to develop detailed course content and materials.
2. Provide training for faculty members on delivering career services courses effectively.
3. Allocate resources, including dedicated career counselors and support staff, to assist with course delivery.

EVALUATION METRICS

1. Collect feedback from students to evaluate the effectiveness of the courses and identify areas for improvement.
2. Track employment rates and career progression of graduates to assess the impact of career services courses.
3. Regularly review and update course content based on feedback and industry trends to ensure ongoing relevance and effectiveness.

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