

- ACT (Spring Creek Campus) 4209
- SAT (Central Park Campus) 44-646
- SAT (Spring Creek Campus) 44-702
- TASP (Central Park Campus) 137
- TASP (Spring Creek Campus) 138

Students requiring more information on the above programs should contact the Director of Testing at 972.548.6773.

CAREER SERVICES & COOPERATIVE WORK EXPERIENCE

Career Services & Cooperative Work Experience (CS&CWE) offers a variety of services to enhance the career planning and exploration process. Five major steps have been outlined to assist students in making career decisions and completing the job search process. These services are FREE to students and CCCCD graduates while many are available to members of the community. There is a nominal charge for community members requesting career assessments with professional interpretation.

STEP ONE: SELF-ASSESSMENT

What are your work values and interests, and how do they relate to careers? What school subjects appeal to you? How do you spend your free time? What are your hobbies? What did you enjoy about your previous jobs? What skills do you possess and what careers use these skills? How do all of the above relate to career choices?

Self-assessment is the first step in choosing a career path. The following resources are available to help you learn more about your personality, values and interests:

- Career Assessments: Myers-Briggs, COPEs, and COPS
- “eDiscover,” an Internet-based career guidance program

Career assessments and professional interpretations are available by appointment.

STEP TWO: EXPLORE MAJORS AND CAREERS

Resources are available to help you investigate career fields and explore specific jobs as they relate to your self-assessment, including:

Career library (a variety of books, computerized programs, videos, and manuals)

“eDiscover,” an Internet-based information system

Annual Career Week

Workshops and seminars

Internet access

Campus recruiting by area employers

National Career Development Month (November)

STEP THREE: RESEARCH THE JOB MARKET

Job market information, including current trends, salary surveys, and job availability, is provided in the Career Laboratory.

Listings containing area employment agencies, human resource departments, and job hot line telephone numbers are also available. National as well as Texas job market information is available through books and computer programs.

STEP FOUR: PREPARE AND MARKET YOURSELF

To help you prepare for entry into the job market, Career Services & Co-op provides word processing programs, laser printer, resume writing workshops and critiques, interview coaching, and videotaped mock interviews with critiques. These services are available by appointment.

Also available are printed materials about:

- Cover letters
- Resume writing
- Interviewing
- Following up after the interview

Technical Career Advisor

A career advisor is available to assist students in Associate of Applied Science programs, students enrolled in certificate programs, and students identified as Special Populations. Assistance is also provided for students seeking employment after graduation. Contact the Technical Career Advisor for job search assistance and for information regarding the online resume service.

STEP FIVE: PUT LEARNING TO WORK

On-Campus Employment

Campus departments hire student workers to perform a variety of job functions. Students are eligible to work a maximum of 20 hours per week and are paid \$6.22 per hour. Student workers are classified as Student Assistants or Federal Work-Study students. Federal Work-Study students must apply and qualify for financial aid. Students qualifying for Federal Work-Study may be eligible to participate in the America Reads or America Counts programs (tutoring grades K–3 in area elementary schools), which pays \$7.50 per hour.

Off-Campus Employment

CS&CWE provides job listings for off-campus positions ranging from entry-level to professional. Both part-time and full-time positions are available. A web-based listing of current job openings is available on computer for students and CCCCD graduates in each CS&CWE office.

Cooperative Education is available for students seeking course credit for career related employment. Specific details are outlined under the Cooperative Work Experience heading.

Visit our web site by going to www.ccccd.edu, click on “Current Students,” and then click on “Student Services.”

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience (Co-op) is an educational program (academic course) designed to provide actual work experience that relates classroom study to career choice. Course