



COUN 110 - Career/Life Plan Course Outline

Approval Date: 05/12/2022

Effective Date: 08/12/2022

SECTION A

Unique ID Number CCC000309746

Discipline(s) Counseling

Division Counseling

Subject Area Counseling

Subject Code COUN

Course Number 110

Course Title Career/Life Plan

TOP Code/SAM Code 4930.10 - Job-Seeking/Changing Skills / E - Non-Occupational

Rationale for adding this course to the curriculum Updating course objectives and content to reflect what is happening in the classroom and to meet CSUGE Area E guidelines. This course will assist students who are exploring their career options, goals and related college majors.

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education On-Campus
Mode of Instruction Hybrid
Entirely Online

SECTION B

General Education Information:

CSU GE Area E: Lifelong Understanding and Self-Development:

E - Lifelong Understanding and Self-Development

Approved on: Fall 2021

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description A comprehensive course designed to assist students in obtaining the necessary skills and resources for effective career, educational, life planning and self-development. Students will gain an understanding of their skills, values, interests and personality type based on a variety of assessments and learn how to apply these to career decision-making and goal setting. Students will also learn job search techniques and learn how to gather and assess educational, occupational, and labor market information.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

A. Students will understand how their interests, values, personality type and lifestyle goals relate to their career exploration.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Define Career and Life Planning Theory and the relationship of life stages to career and life planning.
- B. Evaluate and analyze one's skills, interests, values and personality type as they relate to college majors, occupations, vocations, and personal goals.
- C. Research occupational and educational resources and apply them to career decision making, educational planning, and goal setting.
- D. Examine career and educational decisions through integration of knowledge of self and the world of work leading to the development of goals.
- E. Analyze current and projected labor market information and incorporate into career decision making.
- F. Examine diversity in the workplace including issues of racism, sexism and non-traditional roles.
- G. Design the components of an effective job search.

- H. Explain how personal, social and cultural beliefs and workplace trends affect career choice
- I. Understand the critical examination of self and how to integrate career choice with lifestyle preference
- J.

3. Course Content

- A. Career and Life Planning Theory
 - a. Career theory
 - b. Human development
 - c. Diversity in the workplace
- B. Self Assessment
 - a. Interests: John Holland's Theory of career Choice (RIASEC)
 - b. Transferable skills and abilities
 - c. Life stages and self-development
 - d. Personality type
- C. Labor Market Information
 - a. Demographics
 - b. The economy and its effect on career choice
 - c. Industry trends
- D. Occupational Research
 - a. Career resources in the library
 - b. Computerized and online occupational information
 - c. Informational interviews
 - d. Explore non-traditional career fields
- E. Educational Resources
 - a. Vocational options
 - b. Transfer options
 - c. Topics related to selecting a major and exploring colleges
- F. Decision Making and Goal Setting
 - a. Development of an educational and/or goal setting plan.
 - b. Critical examination of career assessments
- G. Job Search Techniques
 - a. How to conduct a job search
 - b. Writing a resume and cover letter
 - c. Interview techniques
 - d. Computerized job search resources
- H. Diversity in the workplace
 - a. Diversity, equity and inclusion
 - b. Non-traditional roles and careers
 - c.

4. Methods of Instruction:

Lecture:

Other: Lecture, discussion, group work, role plays. Examples: 1. Instructor will give lectures on career theories, human development and diversity in the workplace. 2. Students will conduct informational interviews

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Additional assessment information:

1. Reading and writing assignments from the text book or from online resources such as www.eureka.org
2. Research projects, for example: Research occupations that correspond to one's assessment results; research different occupations within a specified industry; research college majors that correspond to one's assessment results.
3. A final portfolio project. For example: A job search portfolio consisting of a current sample application, resume, references, skill samples, etc.
4. A final oral presentation, for example: Knowledge and experienced gained from job shadow or informational interview assignment.

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

1. Read from the section on Informational Interviewing. Upon completion, students will write five questions for an informational interview.
2. Read on human development and career development theory. In groups, discuss the different stages of development and where one currently finds themselves in these developmental stages.

B. Writing Assignments

1. Conduct a research paper on a career or college major choice. The paper will include labor market information, a summary of the student's self assessments, and a reflection of their decision making process.
2. Write a formal resume based on a target job or career objective. The resume will include a summary of work experience and college education as it relates to the objective.

C. Other Assignments

1. Completion of career assessment instruments to include values clarification, skills analysis, personality and interests. These assessments will be used in the career and college major decision making process.

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: D. Sukiennik, W. Bendat, and L. Raufman

Title: Career Fitness Program

Publisher: Prentice-Hall, Inc. Publisher

Date of Publication: 2016

Edition: 11th

Book #2:

Author: Catharine Brooks

Title: You Majored in What? Designing Your Path from College to Career

Publisher: Plume

Date of Publication: 2017

Edition: 1st

B. Other required materials/supplies.

- A variety of career assessment instruments