

COUN-110: CAREER/LIFE PLAN

Effective Term

Fall 2022

BOT Approval

05/12/2022

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Counseling (Master's Degree)	

Subject Code

COUN - Counseling

Course Number

110

Department

Counseling

Division

Counseling (COUN)

Full Course Title

Career/Life Plan

Short Title

Career/Life Plan

CB03 TOP Code

4930.10 - Career Guidance and Orientation

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

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.

SECTION B - Course Description

Catalog Course 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.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

3.00000

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content**Student Learning Outcomes****Upon satisfactory completion of the course, students will be able to:**

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

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

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

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

Course Content

1. Career and Life Planning Theory
 - a. Career theory
 - b. Human development
 - c. Diversity in the workplace
2. 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
3. Labor Market Information
 - a. Demographics
 - b. The economy and its effect on career choice
 - c. Industry trends
4. Occupational Research
 - a. Career resources in the library
 - b. Computerized and online occupational information
 - c. Informational interviews
 - d. Explore non-traditional career fields
5. Educational Resources
 - a. Vocational options
 - b. Transfer options
 - c. Topics related to selecting a major and exploring colleges
6. Decision Making and Goal Setting
 - a. Development of an educational and/or goal setting plan.
 - b. Critical examination of career assessments
7. 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
8. Diversity in the workplace
 - a. Diversity, equity and inclusion
 - b. Non-traditional roles and career

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	
Other	Lecture, discussion, group work, role plays. Examples: Instructor will give and overview lecture of the primary career theories including human development and diversity in the workplace. In groups, students will discuss primary theories and apply them to case studies of students who are undecided about their career goals.

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	
Group Work	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation**Methods of Evaluation**

Types	Examples of classroom assessments
Other	1. Reading and writing assignments from the textbook 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.

Assignments**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.

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.

Outside-of-Class Assignments

1. A job search portfolio which includes a resume, cover letter, job application and references.
2. Completion of career assessment instruments to include values clarification, skills analysis, personality strengths. These assessments will be used in the career and college major decision-making process.

SECTION F - Textbooks and Instructional Materials**Material Type**

Textbook

Author

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

Title

Career Fitness Program

Edition/Version

11th

Publisher

Prentice-Hall, Inc.

Year

2016

Material Type

Textbook

Author

Catharine Brooks

Title

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

Edition/Version

1st

Publisher

Plume

Year

2017

Material Type

Other required materials/supplies

Description

A variety of career assessment instruments

SECTION G - Diversity, Equity and Inclusivity**Course Codes (Admin Only)****CB00 State ID**

CCC000309746

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No