

COUN C104: CAREER AND LIFE PLANNING

Item	Value
Curriculum Committee Approval Date	04/28/2023
Top Code	493010 - Career Guidance and Orientation
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)
Local General Education (GE)	• Area 7E Self-Development (CE1)
California State University General Education Breadth (CSU GE-Breadth)	• CSU E1 Lifelong Understanding (E1)

Course Description

Formerly: COUN C100. This is an introductory career and life planning course that includes an exploration of interests, skills, values, personality traits, past experiences, and life stages. Students will develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological, and physiological factors related to career/life satisfaction. Topics will include labor market trends, major choices, cover letter and resume creation, interviewing skills, and job search strategies. Transfer Credit: CSU; UC: Credit Limitation: COUN C104 and COUN C105: maximum credit, 1 course.

Course Level Student Learning Outcome(s)

1. Assess and evaluate personal characteristics, including interests, skills, values, and personality traits as they apply to career and personal decisions throughout the lifespan.
2. Define and demonstrate the use of career research resources.
3. Implement job-search strategies that can be used to obtain employment.
4. Create a customized cover letter and resume.

Course Objectives

- 1. Describe and analyze psychological, sociological, and physiological factors as they relate to life-stage development and career/life-planning exploration.
- 2. Examine and describe the influence of family, ethnicity, culture, and gender on values formation and their effect on career and life decisions.
- 3. Identify and assess skills as they relate to career satisfaction.
- 4. Evaluate and compare interests and personality characteristics and their relationship to work environments, communication styles, and lifestyle preferences.

- 5. Describe and apply the principles of decision making to career/life planning.
- 6. Identify psychological barriers to decision making and develop alternate strategies for success.
- 7. Integrate gathered information to identify and research possible career alternatives.
- 8. Develop career/life plan in order to achieve individual goals.
- 9. Identify and describe career development theories.
- 10. Develop a resume and cover letter tailored to individual goals.

Lecture Content

Introduction to Career/Life Planning The Career exploration process Overview of Career and Life Planning Understanding the Difference between a Job and a Career Career and Life Planning Vision Integrative Life Planning Career Development Theories Personal Assessment Interests and Personality Holland Personality Types Myers-Briggs Type Indicator Skills and Abilities Transferable Skills Work Content Skills Adaptive Skills Values Values Formation Maslow's Needs Hierarchy Needs and Motivators Values Clarification Career Research Identifying Career Alternatives Linking Interests and Personality Preference with the World of Work Career Research Sources of Information Informational Interviews Current Labor Market Trends and the Changing Workplace Career and Life Decisions Decision Making and Goal Setting Strategies Psychological and Physiological Barriers Sources of Stress Stress and Time Management Healthful Behaviors Evaluating Career Prospects Life-Style Choices and Careers Career/Life Plan Mission Statement Goals and Objectives Educational Planning Job Search Strategies Resume and Cover Letter Writing Networking Job Interviewing Strategies

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, and small-group activities. Instruction will be supplemented, where appropriate, by PowerPoint presentations, electronic resources, technologies, and guest speakers.

Reading Assignments

Students will complete reading assignments from the textbook as well as any supplemental reading based upon course readers, handouts, Internet resources, and assignments from the Coastline Library.

Writing Assignments

Students are required to write a Career Development Research Report

Out-of-class Assignments

Outside of the classroom students will do the required reading, study for quizzes and exams, and conduct research, where applicable, to prepare written projects.

Demonstration of Critical Thinking

Analyze value system and influences on education and career choice Evaluate results of personality and career inventories Compare and contrast personality and career inventory results related to self-

conceptInvestigate careers via computerized resourcesWrite written research paper on career(s)

Required Writing, Problem Solving, Skills Demonstration

Written Career Development research paperReflective journalsWritten reports on information gatheredComputer competency via written documents, Power Point presentation, Internet usage.

Eligible Disciplines

Counseling: Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent. (NOTE: A bachelor's degree in one of the above listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.) Master's degree required. Title 5, section 53410.1

Textbooks Resources

1. Required Sukiennik, Diane; Raufman, Lisa; Bendat, William. The Career Fitness Program: Exercising Your Options, 11th ed. Prentice Hall, 2015
Rationale: - Legacy Textbook Transfer Data: Legacy text 2. Required Evangelista, A.; Huyhn, Jordan. COUN C104: Career and Life Planning, 1st ed. Creative Commons (OER);(last updated May 2023). CC BY 4.0, 2021

Other Resources

1. Coastline Library 2. Instructors may suggest or require that students access e-books and/or educational websites on the Internet.