COURSE OUTLINE OF RECORD

Number: COUN G100  
TITLE: Career Planning  

ORIGINATOR: Karen Putnam  
EFF TERM: Spring 2017  
FORMERLY KNOWN AS:  
DATE OF OUTLINE/REVIEW: 02-02-2017  
TOP NO: 4930.10  
CROSS LISTED COURSE:  
CID:  

SEMESTER UNITS: 1.5  
HRS LEC: 27.0  
HRS LAB: 0.0  
HRS OTHER: 0.0  
CONTACT HRS TOTAL: 27.0  
STUDY NON-CONTACT HRS RECOMMENDED: 54.0  
CATALOG DESCRIPTION:  
This course is designed to assist students in developing intelligent career decisions. Standardized assessments, discussions and assignments will enable the student to clarify values, interests, abilities and personality characteristics that fit with possible career options.  
JUSTIFICATION FOR COURSE:  
PREREQUISITES:  
COREQUISITES:  
ADVISORIES:  
• ENGL G098: Developmental Writing and Reading  
ASSIGNED DISCIPLINES:  
Counseling  
MATERIAL FEE: Yes [X] No [ ] Amount: $4.00  
CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]  
GRADING POLICY: Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]  
OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]  
TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]  
BASIC SKILLS STATUS: Yes [ ] No [X]  
LEVELS BELOW TRANSFER: Not Applicable  
CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable  
NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course  
OCCUPATIONAL (SAM) CODE: E  
REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:  
REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]  
Associate in Arts: Liberal Arts: Emphasis in Social Behavior and Self-Development(Associate in Arts)  
GE AND TRANSFER REQUIREMENTS MET:  

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:  

1. complete various personality and occupational inventories and analyze self-concept as they relate to career and life planning.  
2. demonstrate understanding of major psychological and career theories and apply them to life-long learning strategies for personal development.  
3. construct and outline goals through counselor assisted analysis of their educational, career and
personal objectives.
4. identify and examine personal values related to career choice.
5. investigate and analyze career options through research to generate potential career paths.

COURSE OBJECTIVES:
1. Evaluate and defend personal values and motivators.
2. Complete Personality and occupational inventories and analyze self-concept in relation to results.
3. Research, assess, and identify a career pathway based on results of inventories.
4. Outline goal setting techniques and incorporate personal, educational, and professional goals.
5. Apply self-knowledge in development of career action plan.
6. Apply skills learned by conducting a job search, writing a resume, and demonstrating interviewing techniques.

COURSE CONTENT:

LECTURE CONTENT:

A. Psychological foundations of human behavior
   1. Human behavioral needs
   2. Personality and Adjustment
B. Aptitudes and Abilities
   1. Skills inventories (e.g. COPES).
C. Value Systems and Goal Planning
   2. Values vs. Ethics.
D. Personality and Occupational Types and Inventories
   1. Complete various inventories
E. Communication Skills in the workplace
   1. Resume.
   2. Interviewing techniques.
   4. Researching companies and organizations.
F. Career Action Planning
   1. Integration of values, needs, inventories, and goals.
   2. Short and Long Term Goals.
   3. Educational options for career goals.
   4. Computerized research for informed choices.
      a. Occupational Profile: requirements, training, comparison of options
   5. Resume Writing and Job Interviewing techniques.

METHODS OF INSTRUCTION:

A. Lecture:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Out-of-class Assignments

Regular oral reports on progress
Participation in class discussions and exercises designed to clarify and integrate concepts.

Writing Assignments

Reflective journals
Written Resume and Cover Letter
Computer competency via written documents, Power Point presentation, internet usage.

Reading Assignments
Required readings:
Textbook
Websites
Career Research Databases (EUREKA)

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
Regular oral reports on progress
Participation in class discussions and exercises designed to clarify and integrate concepts.

Required Writing, Problem Solving, Skills Demonstration:
Reflective journals
Written Resume and Cover Letter
Computer competency via written documents, Power Point presentation, internet usage.

TEXTS, READINGS, AND RESOURCES:
TextBooks:

Other:
1. Various assessment devices, standardized tests, inventories, and handouts.

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
Attached Files