**COURSE OUTLINE OF RECORD**

**Number:** COUN G104  
**TITLE:** Career And Life Planning

**ORIGINATOR:** Karen Putnam  
**EFF TERM:** Spring 2019

**FORMERLY KNOWN AS:** Career and Life Planning: A Holistic Approach

**DATE OF OUTLINE/REVIEW:** 10-24-2018

**TOP NO:** 4930.10

**SEMESTER UNITS:** 3.0

**HRS LEC:** 54.0  
**HRS LAB:** 0.0  
**HRS OTHER:** 0.0

**CONTACT HRS TOTAL:** 54.0

**STUDY NON-CONTACT HRS RECOMMENDED:** 108.0

**CATALOG DESCRIPTION:**
This is an extensive career and life planning course within the broad perspective of psychological, sociological, and physiological theories. Emphasis will be placed on self-esteem/self-concept, values, needs and goals, motivation, skill development, and gender and cultural issues in the workplace and the global economy. The historical view of careers, current career trends, and employment outlook will be studied. Various methods of researching academic and career opportunities will be explored to assist students with completing a career action plan. Advisory: English G099

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**
- ENGL G099: Preparation for College Writing and Reading

**ASSIGNED DISCIPLINES:**
- Counseling

**MATERIAL FEE:** Yes [X] No [ ] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable[ ] UC/CSU Transferable[X] 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]

CSU Area E General Education
Associate in Arts: Liberal Arts: Emphasis in Social Behavior and Self-Development(Associate in Arts)

**GE AND TRANSFER REQUIREMENTS MET:**
- CSU GE Area E: Lifelong Understanding and Self-Development
  - E1 - Lifelong Understanding and Self-Development

**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 educational, career and personal objectives.

4. Identify and examine personal values related to career choice.

5. Investigate and analyze career options to generate potential career path goals.

COURSE OBJECTIVES:

1. Identify major psychological, sociological, and physiological theories as they relate to career and life planning.
2. Identify life stages as they relate to career and life planning theories.
3. Evaluate and defend personal values and motivators.
4. Complete various personality and occupational inventories and analyze self-concept in relation to results.
5. Research, assess, and identify a career pathway based on student analysis of inventories.
6. Outline goal setting techniques incorporating personal, educational, and professional goals.
7. Development of a written career action plan.

COURSE CONTENT:

LECTURE CONTENT:

A. Foundations of Career Research
   1. Terminology related to career and educational planning.
   2. Historical view of careers
   3. Theoretical foundations for career exploration
   4. Career Theories
B. Psychological foundations of human behavior
   1. Human behavioral needs
   2. Personality and Adjustment
   3. Motivation
C. Self Analysis and Understanding
D. Analysis of Aptitudes and Abilities
E. Value Systems
F. Personality and Occupational Inventories
G. World of Work
   1. Gender and Age issues.
   2. Social and Workplace roles, cultural diversity, and stereotypes.
   3. Global issues related to work.
   5. Information technology.
   7. Communication Skills in the workplace
      a. Researching companies and organizations.
H. Stress Management and Personal Wellness
   1. Cognitive Theories of Stress.
   2. Symptoms of work-related stress.
   3. Healthy work environments.
   4. Budget management.
I. 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. Networking and Professional Associations related to chosen fields.

METHODS OF INSTRUCTION:

A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

Required readings:
Textbook
Websites
Career Research Databases (EUREKA)

Out-of-class Assignments

1. Discussion and evaluation of sexual harassment policy and behavior in the work place.
2. Learning about professional journals and associations.
3. Sales techniques and overcoming rejection.

Writing Assignments

Written research project
Reflective journals
Written reports on information gathered
Computer competency via written documents, Power Point presentation, internet usage.

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:

Analyze value system and influences on education and career choice
Evaluate results of personality and career inventories
Compare and contrast results personality and career inventory results related to self-concept
Investigate careers via computerized and hardbound resources
Write written research paper on career(s)
Required Writing, Problem Solving, Skills Demonstration:

- Written research project
- Reflective journals
- Written reports on information gathered
- Computer competency via written documents, Power Point presentation, internet usage.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

2. Alcala, C., Diamond, N., Dickerson, K., & Fong, N.. *COUN C104: Career & Life Planning*, 1 ed. Creative Commons, 2018

Other:

1. Selections from primary sources (Open Education Resources)

LIBRARY:

Adequate library resources include:

Comments:

Attachments:

[Attached Files]