

COUN 145: CAREER/LIFE PLANNING

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2020
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Strongly Recommended:	ENGL 101.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

Catalog Course Description

Through personal exploration, occupational research and the study of contemporary work issues, students will increase their understanding of the relationship of the individual to the economic community and develop individual career plans. 54 lecture hours.

Course Objectives

- prepare an individual educational and career plan by integrating information about one's abilities, values, and skills with an awareness of the academic and professional preparation requirements.
- identify the steps used in a decision-making model
- prepare supporting documents and role play a job interview
- identify basic theoretical perspectives on adult development and human nature
- use the various resources for career exploration at the Job Placement and Career Services Center to develop a list of career alternatives.
- identify the problems, the physical demands, and the training required for various career opportunities

Major Course Content

1. Psychological and Physiological Aspects of Work
 - a. Career/life stages
 - b. Stress and burnout
 - c. Assertiveness
 - d. Self esteem
 - e. Positiveness and cognitive restructuring
2. Workplace Trends and Issues
 - a. Workplace health and safety
 - b. Business and labor trends
 - c. Discrimination (ethnic, gender, ADA)
 - d. Dispute resolution
 - e. Management structures
 - f. Ethics and work
3. Self Exploration and Assessment

- a. Interests
 - b. Personality
 - c. Skills and aptitudes
 - d. Values
 - e. Strengths
4. Occupation Research
 - a. Using primary resources
 - b. Using secondary resources
 5. Decision Making and Planning
 - a. Decision-making methods and strategies
 - b. Education planning
 - c. Career planning
 6. Job Search
 - a. The job market
 - b. The job search process
 - c. Locating openings
 - d. Applying
 - e. Writing and revising the resume
 - f. Interviewing Skills

Suggested Reading Other Than Required Textbook

Web sources Articles

Examples of Required Writing Assignments

Reflection Journal #1: Success Story (20 points possible) Part 1: The purpose of this reflection assignment is to clarify your own ideas of personal success and envision your own life and career. First, identify your own thoughts and feelings about success. Clarify your conception of the most successful life and career for you. Write a one page paper (11 or 12 point font, double spaced, and one inch margins), that defines and discusses your personal answer to the question, "What is success?" Include your plans for school, work, family, social connections, community involvement, money, recreation, and travel. Also include things like happiness, a sense of security, etc. Part 2: To prepare for the Informational Interview assignment ahead, interview someone you believe to be successful. This individual may be someone you know, or someone you know of who would be willing to spend 30-40 minutes with you. Find out what his or her story is. Possible question include:

- What kind of work do you do?
- How do you spend your time at work?
- Free time?
- What are your priorities in life?
- Describe your philosophy of life?
- What part has family, friends, colleagues, mentors, and other relationships played in your life? In your career?
- How did you decide what you wanted to do with your life?
- Do you consider yourself to be successful? Why or why not?
- What would you do differently if you had the chance?
- What else would you like to accomplish?
- Ask any other questions you think would be appropriate. Practice good listening skills. Write a minimum two page reflection (11 or 12 point font, double spaced, and one inch margins), summarizing what you learned in the interview. In the paper, include the individual's story, why you chose this person and how your definition of success compares/contrast with theirs. Write this in essay format, not question and response. *Assignment should be a total of at least 3 pages.

Examples of Outside Assignments

Occupational Research Assignment (30 points possible) Part 1: Choose one occupation you are currently interested in and research this occupation by using the following methods: Find at least TWO sources of written information (e.g. CaCareerCafe, Career Cruising, EUREKA, Occupational Outlook Handbook, O*Net.) that describe the job industry, the training, and educational requirements, the salary, the job outlook, and the working conditions of the career you have chosen. Part 2: Evaluate all of the information you have gained and write a two-page paper (11 or 12 point font, single space, 8 headings) that includes the following in your own words...

1. Occupation title
2. Description of the research you did
3. The online sources you used
4. Summary of what you found out about this particular occupation
5. Describe why this work appeals to you, or, if your research has dissuaded you from considering it, what has changed your mind?
6. What types of majors are required for your field of interest?
7. What educational level do you need?
8. Does this career fit your personality, skills, values, and interests?

Instruction Type(s)

Lecture, Online Education Lecture