

COURSE OUTLINE

**Student Development 125
Career Planning**

I. Catalog Statement

Student Development 125 is designed to help students choose a career goal by assessing and analyzing personal values, aptitudes, skills, interests, and traits and relating them to career areas. Decision-making strategies are taught and a tentative career plan is developed.

Total Lecture Units: 1.0

Total Course Units: 1.0

Total Lecture Hours: 16.0

Total Faculty Contact Hours: 16.0

Recommended Preparation: Eligibility for ENGL 191, ENGL 199, or ESL 141.

II. Course Entry Expectations

Skill Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 1.

II. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. identify important values, skills and interests;
2. identify skills possessed and those to be developed;
3. demonstrate understanding of temperament/personality type and characteristics and how they relate to occupational choice;
4. compare and contrast characteristics of at least two occupations related to career preferences;
5. select a tentative career goal compatible with one's values, personality, skills, interests, and goals;
6. identify and use a decision-making model to focus on occupational choices;
7. use the Career Center resources available for research and the important sources of labor market information (reference books, computer databases, etc.);
8. evaluate appropriate outside career resources.

IV. <u>Course Content</u>	Total Faculty Contact Hours = 16
A. Career and Life Planning	2 hours
1. Life-long process as interrelated with education and leisure	
2. Goal setting	
3. Stereotypes and barriers	
4. Occupational and work trends in society	
B. Self-Assessment Discussion, Interpretation and Application	9 hours
1. Work values	
2. Interests	
3. Abilities	
4. Temperament and personal preferences	
5. Transferable skills	
C. Occupational Research Methods	3 hours
1. Evaluating labor market comparisons	
2. Use of computer-assisted interactive and data base systems	
3. Understanding the importance of informational interviews	
4. Experiential Education/Internships	
D. Decision-Making Process	2 hours
1. Ranking needs, using critical and creative thinking	
2. Generating alternatives and options	
3. Synthesizing information	
4. Evaluating outcomes	

V. Methods of Instruction

The following instructional methodologies may be used in the course:

1. classroom lectures;
2. group discussion, class activities and peer analysis;
3. in-class assignments;
4. interpretation of testing results and explanations;
5. research and computer-assisted learning.

VI. Out of Class Assignments

The following out of class assignments may be used in the course:

1. completion of all standardized career inventories and surveys;
2. information interview career presentations – oral reports to the class;
3. completion of all in-class handouts, homework and exercises;
4. career research using various career databases;
5. journal keeping.

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:

1. instructor evaluation of classroom presentations;
2. class attendance and classroom participation;
3. instructor evaluation of information interview oral report;
4. notebook compilation of all completed materials, standardized inventories and surveys;
5. comprehensive written final examination;
6. final essay demonstrating a synthesis of all self-assessment materials resulting in a plan of action.

VIII. Textbooks

Sukiennik, Bendat, and Raufman. *The Career Fitness Program: Exercising Your Options*, 10th Edition. New Jersey: Pearson Education, Inc., 2013. Print.
12th Grade Textbook Reading Level. ISBN: 1-13-27-623-31.

Bolles, Richard. *What Color is Your Parachute?* Berkeley: Ten Speed Press, 2003.
Print.
11th Grade Textbook Reading Level. ISBN: 1-5800-8242-4.

IX. Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

1. identify important values, skills, and interests;
2. demonstrate understanding of temperament/personality type and characteristics and how they relate to occupational choice;
3. utilize the Career Center resources available for research.