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Semester effective:

Student Success (STSU) 1505 Career and Life Planning (3 Units) CSU

Prerequisite: *None*

Advisory: Eligibility for ENGL 1500 or 1501 strongly recommended.

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: This course guides students through a decision-making process that will help them envision and plan for a future that is productive, achievable, and stimulating. The culmination of this process is the development of a career and educational plan that will create a pathway for students to reach their career and academic goals. Critical thinking skills will be utilized through a systematic approach to career development by examining values, interests, skills, life roles, personality types, personal self-management, decision-making and goalsetting throughout the life span. An intensive career investigation including job search strategies as well as resume writing and interviewing skills will be addressed.

Type of Class/Course: Degree Credit

Texts: *Career/Life Planning and Personal Exploration*. Lumen Learning,
<https://courses.lumenlearning.com/sac-counseling116/>.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. Explain principles of motivation, attitude, and behavioral modification.
2. Identify and apply individual learning styles and personality type preferences as they relate to academic skills, self-understanding, and choices;
3. Formulate a list of lifetime goals based on values, skills and interests;
4. Apply and practice critical and creative thinking processes as they apply to decision making and problem solving techniques;
5. Explore and develop awareness and appreciation of social and cultural diversity;
6. Identify important values, skills, and interests;
7. Select a tentative career goal compatible with one's values, personality, skills, interests, and goals;

8. Identify and use career decision-making models to focus on occupational choices.

Course Scope and Content:

- Unit I Career and Life Skills
- A. Create a vision of your future
 - B. Assess values, skills, and interests
 - C. Quantitative goal setting leading to measurable action plans
 - D. Career research strategies
 - E. Rubrics, prompts, and systems for making the best education, career, and life choices
 - F. Budget decision-making
- Unit II Educational Achievement
- A. Identify skills, aptitudes, and attitudes to successfully complete college and transition into the workplace
 - B. Study skills for college and the workforce settings
 - C. Develop a skills inventory
 - D. Develop a short term and long-term plan
- Unit III Personal and Social Development
- A. Strategies for handling obstacles that could impede success
 - B. Create a success plan
 - C. Attitudes and coping skills required for transitioning into adulthood
 - D. How attitude impacts performance and techniques for maintaining a positive attitude
 - E. Strategies for making changes in life and work direction
- Unit IV Workforce and Job
- A. Resume writing and interview skills
 - B. Job search strategies
 - C. Professional etiquette
 - D. Power of networking
 - E. Employability strategies and techniques

Learning Activities Required Outside of Class

The students in the class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying
2. Answering questions
3. Completing required reading
4. Problem solving activities and exercises
5. Written work
6. Observing or participating in activities/projects related to the course content

Methods of Instruction

1. Assigned reading from text and selected references
2. In class and online lectures, demonstrations, and films

3. Self-exploration and career exploration
4. Career activities, career research, and analyzing career choices
5. Project-based learning
6. Education plan and portfolio
7. Reflection paper

Methods of Evaluation

1. Journals
2. Written Assignments
3. Chapter quizzes and unit test
4. Reports/case studies
5. Career investigation projects
6. Final Exam/Project/Portfolio

Supplemental Data:

TOP Code:	493013 – Academic Guidance
Sam Priority Code:	E: Non-Occupational
Funding Agency:	E: Non-Occupational
Program Status:	2: Not Program Applicable
Noncredit Category:	Y: Not Applicable, credit course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program

Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes
Discipline	Counseling