



Revised by: J. Rangel-Escobedo
Reviewed by: C. Duron
Reviewed by: A. Abbott
Reviewed by: D. Bogle
Date Revised: Fall 2021
C&GE Approved: April 21, 2022
Board Approved: November 9, 2023
Semester effective:

Student Success (STSU) 1019 Career/Life Planning (2 Units)
[formerly Psychology 47, Psychology 1519]

Prerequisite: None

Hours and Unit Calculations:

32 hours lecture. 64 Outside -of-class-hours (96 Total Student Learning Hours) 2 Units

Catalog Description: The course focuses on values and the decision-making process for selecting a major and career. Emphasis is placed on self discovery of goals, interests, and abilities through a series of self-assessments. Other subjects covered include resume writing, the job interview process, and the exploration of career alternatives via the development of an education plan. Not open to students who have successfully completed 1519.

Type of Class/Course: Degree Credit

Textbook: *Six Steps to Job Search Success*. https://saylordotorg.github.io/text_six-steps-to-job-search-success/

Additional Required Materials: None

Course Objectives:

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

1. state knowledge of skills, interests and values related to the world of work,
2. demonstrate knowledge of job hunting skills, such as
 - a. resume
 - b. cover letter
 - c. interview preparation, and
3. set future career goals.

Course Scope and Content:

Unit I Personal Assessment
A. Super's Theory of Self-concept
B. Life Stages
C. Job vs. Career
D. Generational Differences

Unit II Positive Self Esteem
A. Past and Present Actions



- B. Positive Self Talk
- C. Multiple Intelligences
- D. Emotional Intelligence
- E. Role Models

Unit III Values

- A. Core Values
- B. Needs and Motivators
- C. Balance
- D. Leisure

Unit IV Personality and Interests

- A. Personality Type
- B. Majors
- C. Holland Interest Environment
- D. Career Clusters
- E. Interest Inventories

Unit V Skills Assessments

- A. Accomplishments
- B. Skills
- C. Transferable Skills
- D. Secretary's Commission on Assessing Necessary Skills (SCANS)

Unit VI Societal Influences

- A. Gender Roles
- B. Equality
- C. Age
- D. Race
- E. Disability
- F. Technology
- G. Globalization

Unit VII Career Options

- A. Brainstorming
- B. Research Options
- C. Government Jobs
- D. Labor Publications
- E. Computerized Sources
 - 1. O*Net Online
 - 2. Eureka
 - 3. Dictionary of Occupational Titles (DOT)

Unit VIII Develop a Life Plan

- A. Barriers
- B. Decision making Strategies
- C. Goals Setting
- D. Stress Management
- E. Financial Goals

Unit IX Job Search Steps

- A. Comprehensive Job Search Strategy



- B. Your Own Business
- C. Career Services
- D. Networking
- E. Informational Interview

- Unit X Resume Writing
- A. Types of Resumes
 - B. Portfolios
 - C. Electronic Resumes
 - D. Cover Letters
 - E. Thank You Notes

- Unit XI Interview Process
- A. Before the Interview
 - B. Practice Questions
 - C. Segments of the Interview
 - D. Illegal Questions
 - E. Factors Influencing Hiring

- Unit XII Managing Your Career
- A. Keeping the Job
 - B. Future Plans

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

1. Answering questions
2. Problem solving activity or exercise
3. Written work
4. Journal
5. Observation of or participation in an activity related to course content

Methods of Instruction:

1. Lecture
2. Activities
3. Role play
4. Videos

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. Written class exercises
 - b. term or other papers
 - c. written homework
2. Other examinations, including:
 - a. extensive journal entries

Supplemental Data:



| | |
|---------------------------------|---|
| TOP Code: | 493010: Guidance |
| SAM Priority Code: | E: Non-Occupational |
| Distance Education: | Online; Offline |
| Funding Agency: | Y: Not Applicable(funds not used) |
| Program Status: | 2: Stand-alone |
| Noncredit Category: | Y: Not Applicable, Credit Course |
| Special Class Status: | N: Course is not a special class |
| Basic Skills Status: | N: Course is not a basic skills course |
| Prior to College Level: | Y: Not applicable |
| Cooperative Work Experience: | N: Is not part of a cooperative work experience education program |
| Eligible for Credit by Exam: | E: Credit By Exam |
| Eligible for Pass/No Pass: | C: Pass/No Pass |
| Taft College General Education: | NONE |
| Discipline | Counseling |